

## Privacy notice – Recruitive

### We will collect the following data from you:

Your name, telephone, email and postal contact details, NI number, previous and current employment history, educational background (including CV where provided), health assessment, contact details for referees and equality and diversity data, your entitlement to work in the UK and if applicable additional information to support any criminal reference checking.

We will also require your bank details and tax forms (new starter checklist) if you are appointed. The type of documents required to support criminal reference checking [can be found here](#) (or type in [https://portal.dimensions-uk.org/dtmfiles/content/docs/acceptable\\_dbc\\_documents.pdf](https://portal.dimensions-uk.org/dtmfiles/content/docs/acceptable_dbc_documents.pdf) to your internet browser).

### The data will be stored, processed, used and disclosed by us in the following ways:

- To provide our recruitment services to you and relay selected information related to recruitment.
- To facilitate the recruitment process
- To enable you to submit your CV and/or application form, apply online for jobs.
- To improve our customer service and to make our services more valuable to you (including tailoring our website our group companies' websites when you log on to enrich your personal online experience)
- To answer your questions and enquiries
- To share with third parties where we have retained them to provide services that we or you have requested including health assessments (Medigold), references, qualifications, and criminal reference checking services (First Advantage), verification of the details you have provided from third party sources, psychometric evaluation or skills test (Care Character and/or G C International Consulting Group Ltd).
- To use your information on an anonymised basis to monitor compliance with our equal pay opportunities policy.
- To carry out our obligations arising from any contracts entered into between you and us.

- To undertake statistical analysis of anonymised data (equality and diversity) and internal reporting through the recruitment journey.
- To provide access to essential training prior to joining Dimensions
- During the recruitment process your recruitment information may be shared with the people we support and/or family members.

From time to time, we will seek your consent to process, use or disclose your information for any other purpose not listed above.

### **Automated decision making**

When applying for a Support Worker position, you will be invited to participate in a personality assessment (Care Character). This assessment utilises automated decision-making processes to evaluate your suitability for the role based on seven qualities of care. The platform administering this assessment has been validated to ensure its effectiveness in measuring what it claims to measure (construct validity) and predicting job performance (criterion validity). Care Character provides a screening service, the results of which form one component part of your application. The overall decision to recruit still lies with the hiring manager (a decision by a human being) based on several factors and is not solely determined by automated means. If you wish to contest or challenge the results of the Care Character screening process, you can do so by contacting the hiring manager directly.

### **Further information**

We reserve the right to transfer your information to a third party in the event of a sale, merger, liquidation, receivership, or transfer of all or substantially all of the assets of our company provided that the third party agrees to adhere to the terms of this Privacy Notice and provided that the third party only uses your Personal Data for the purposes that you provided it to us. You will be notified in the event of any such transfer, and we will seek your consent.

The organisation may transfer your data to countries outside the UK by taking the necessary safeguarding methods applicable to those countries.



We will retain your details for a period of 12 months, after which point your record will be securely destroyed unless you opt to keep your details on file for longer when prompted. You may choose to do this so that we can continue to contact you about job opportunities.

Successful candidates' information required for employment purposes will be retained throughout your employment. All other documentation not relevant will be securely destroyed 12 months after you initially gave us your consent to hold your data, this includes any supporting ID (identification) documentation you may have provided for criminal referencing checking, proof of address, etc.