Northern Roots
Job Applicant Privacy Notice

As part of the recruitment process, Northern Roots collects and processes personal data relating to job applicants. Northern Roots is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

You should be aware that if you are accepted for a role with us, your data will be processed in accordance with the privacy notice for current and former employees, workers and contractors.

This privacy notice explains how Northern Roots processes your personal data. It also sets out some of your rights and entitlements in respect of that personal data.

What information does Northern Roots collect?

We collect a range of information about you. This includes:

- Your name, address, National Insurance number and contact details, including personal email address and telephone number;
- Answers to any sifting or filtering questions;
- The information you have provided to us in your CV or application form and covering letter;
- Information you have provided to us about your qualifications, skills, experience and employment history;
- Whether or not you have a disability for which Northern Roots needs to make reasonable adjustments during the recruitment process;
- Any information you provide to us during an interview;
- Information about your entitlement to work in the UK; and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation and health (Equal Opportunities monitoring information is optional and you can decline to answer the questions without prejudice).
- Information about criminal convictions and offences. We will only collect information about criminal convictions or allegations of criminal behaviour where it is appropriate given the nature of the role you are applying for and where we are legal able to do so.
- We may collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

How will Northern Roots use your personal data?

We will use the personal data we collect about you to:

- Assess your skills, qualifications, and suitability for the role;

- Carry out background and reference checks, where applicable;
- Communicate with you about the recruitment process;
- Keep records related to our hiring processes;
- Comply with legal or regulatory requirements.

We will use your particularly sensitive personal information (other than criminal convictions) in the following ways:

- Your disability status will be used to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- Your race or national or ethnic origin, philosophical or moral beliefs, or your sexual orientation, will be used to ensure meaningful equal opportunity monitoring and reporting.

We will use information about criminal convictions/offences in the following way:

- To make decisions on your suitability to work for Northern Roots.
- To carry out security and vetting checks such as DBS.
- Northern Roots will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. We will then share your data with former employers to obtain references for you and, where appropriate, the Disclosure and Barring Service to obtain necessary criminal records checks.

We will not transfer your data outside the European Economic Area.

How does Northern Roots protect data?

Northern Roots takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties

How long does Northern Roots retain personal information?

If your application for employment is unsuccessful, we will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Your legal rights as a data subject

Under certain circumstances, you have rights under data protection laws in relation to your personal data.

You can:

- Access and obtain a copy of your data on request;
- Request Northern Roots to change incorrect or incomplete data;
- Request Northern Roots to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where Northern Roots is relying on its legitimate interests as the legal ground for processing.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Northern Roots during the recruitment process. However, if you do not provide the information, Northern Roots may not be able to process your application properly, or at all.

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR), which came into effect in the UK on 25 May 2018. See Law relating to this document for more information.

Exercising your rights

If you wish to exercise any of the rights set out in this privacy notice, please email northern.roots@oldham.gov.uk

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up your response.

Law relating to this document

Leading statutory authority:

- General Data Protection Regulation (2016/679 EU)
- Data Protection Bill

Issue	Date agreed by Board of Northern Roots (Oldham) Ltd	Reviewed	Authorised
1	April 2023	Neil Jones	
2	June 2024	Neil Jones	
3	December 2025	Neil Jones	