

Candidate Privacy Notice

Golden Lane Housing Limited

1. Purpose of this Privacy Notice

This privacy notice explains how Golden Lane Housing collects, uses, stores and protects personal information of individuals who apply for employment opportunities with us.

Golden Lane Housing is committed to protecting personal data and ensuring that it is processed fairly, lawfully and transparently in accordance with UK data protection legislation.

This notice applies to all job applicants, whether applying directly or through a recruitment agency.

2. Data Controller

Golden Lane Housing is the **data controller** responsible for the personal data described in this notice and determines how and why personal data is processed.

3. The Types of Personal Data We Collect

During the recruitment process, we may collect and process:

Personal Identification Data

- Name
- Address
- Contact details
- Date of birth (where required)
- Right to Work documentation
- Identification documents such as passports or driving licences

Recruitment Data

- Application forms
- CVs and covering letters
- Employment history
- Education and qualifications
- Professional memberships
- Interview notes and assessment results
- References from current and previous employers

Equality, Diversity and Inclusion Data

- Information provided for equality monitoring purposes

- Information relating to reasonable adjustments required during the recruitment process

Vetting and Background Check Data

Where relevant to the role, we may process

- Right to Work verification results
- Employment history verification
- Qualification verification
- Professional registration checks
- Criminal record checks through the Disclosure and Barring Service (DBS), where legally required

Communications Data

- Correspondence between you and Golden Lane Housing relating to your application and recruitment process.

4. How We Collect Personal Data

We collect personal data from:

- You directly through applications, interviews and communications
- Recruitment agencies
- Referees nominated by you
- Background screening providers
- Professional bodies and qualification awarding organisations
- Government agencies where verification checks are required
- Publicly available sources

Information Obtained from Public Sources:

As part of the recruitment process, Golden Lane Housing may obtain information about candidates from publicly available sources where this is relevant and proportionate to the role being applied for. This may include professional networking sites such as LinkedIn, professional registers, qualification verification services, and other publicly available information.

Online searches will only be carried out where there is a legitimate and proportionate business reason for doing so and information gathered will be processed in accordance with UK data protection legislation.

We will not routinely monitor or collect information from candidates' personal social media accounts unless this is necessary and proportionate for a particular role or to meet legal, regulatory or safeguarding requirements.

5. Purposes of Processing

We process applicant personal data to:

- Assess suitability for employment opportunities
- Manage recruitment and selection activities
- Arrange and conduct interviews and assessments
- Verify qualifications, employment history and references
- Carry out Right to Work checks
- Conduct background screening and DBS checks where required
- Make reasonable adjustments during the recruitment process
- Maintain records relating to recruitment activities
- Meet legal and regulatory obligations
- Defend or establish legal claims where necessary.

Golden Lane Housing does not carry out automated decision-making or profiling that produces legal or similarly significant effects.

6. Lawful Bases for Processing

Under UK GDPR, we rely on the following lawful bases.

Processing Activity	Lawful Basis
Recruitment and selection	Taking steps prior to entering into a contract and legitimate interests
Verification of qualifications and employment history	Legitimate interests
Right to Work checks	Legal obligation
Equality monitoring	Legal obligation and legitimate interests
DBS and background checks	Legal obligation, employment law obligations and substantial public interest where applicable

Our legitimate interests include recruiting suitable candidates, protecting the organisation, ensuring safe recruitment practices and maintaining workforce planning processes.

7. Special Category Data

We may process limited special category data during recruitment, including:

- Health information required to facilitate reasonable adjustments
- Disability information
- Equality and diversity monitoring information

This information is processed only where permitted by UK data protection legislation and where appropriate safeguards are in place.

8. Criminal Offence Data

For roles requiring a criminal records check, Golden Lane Housing may process criminal conviction information obtained through the Disclosure and Barring Service (DBS).

Such checks will only be undertaken where relevant and legally permitted, and appropriate safeguards will be applied to protect this information.

9. Sharing Personal Data

We may share applicant information with:

- Recruitment agencies
- Background screening providers
- Disclosure and Barring Service (DBS)
- Referees and former employers
- Professional qualification bodies
- IT service providers supporting recruitment systems
- Legal or regulatory authorities where required by law

All third parties are required to process personal data securely and in accordance with data protection legislation.

10. International Transfers

Golden Lane Housing does not routinely transfer candidate personal data outside the United Kingdom.

If personal data is transferred internationally, appropriate safeguards will be implemented in accordance with UK data protection legislation.

11. Data Retention

If your application is unsuccessful, recruitment records will normally be retained for twelve (12) months following completion of the recruitment process, unless a longer retention period is required by law.

If your application is successful, relevant recruitment information will become part of your employment record and will be retained in accordance with our Colleague Privacy Notice.

12. Security of Personal Data

Golden Lane Housing applies appropriate technical and organisational measures, including:

- Secure recruitment systems
- Restricted access controls

- Encryption and secure storage
- Confidentiality obligations for staff
- Regular security monitoring and auditing

13. Your Data Protection Rights

Under UK data protection law, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure in certain circumstances
- Restrict processing
- Object to processing
- Request data portability where applicable

Requests should be submitted to people@glh.org.uk. We will normally respond within one month. You may be required to verify your identity as part of this process.

14. How To Contact Us

If you have any questions about this privacy notice or wish to exercise your information rights, please contact:

People Team: people@glh.org.uk

Data Protection Officer: enquiries@glh.org.uk

If you remain dissatisfied with how we have handled your personal data, you have the right to complain to the Information Commissioner's Office (ICO). You can contact the ICO at <https://ico.org.uk/make-a-complaint> or by telephoning 0303 123 1113.

15. Updates to this Privacy Notice

Golden Lane Housing may update this Candidate Privacy Notice from time to time to reflect changes in legal requirements or recruitment practices.

Version 1.0

Effective Date: 16 July 2026.