

Glebe House



Friends Therapeutic Community Trust

Recruitment Candidate Privacy Notice

Data Subject: Recruitment Candidates

For the purpose of data protection legislation, including the UK Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR), the UK Privacy and Electronic Communications Regulations 2003 (PECR), and other applicable legislation, the controller is:

Friends Therapeutic Community Trust
Glebe House
Shudy Camps
Cambridge
CB21 4QH

For queries to this notice please contact our Data Protection Officer at – dpo@priviness.eu

As potential employee of Friends Therapeutic Community Trust, we process the following information about you:

- Name & Contact details
- CV & Qualifications
- Date of Birth
- References including DBS checks
- Disability details
- Gender Identity
- Interview notes
- Age
- Equality and diversity information

This data may come directly from you, a third party or recruitment agency. We hold and process this data in our legitimate interest for the negotiation of a potential contract of employment with you.

In order to facilitate our recruitment process we may share, store and process your personal data with third party HR software platforms, who act as joint controllers with Friends Therapeutic Community Trust. Should you require additional information regarding who we jointly process your personal data with, please contact our DPO at: dpo@priviness.eu . If we are unable to process this data, we would not be able to process your application.

Should you be unsuccessful we will retain this data for up to 6 months so that we may contact you regarding any future opportunities, unless you request that we delete the data beforehand. At the conclusion of all relevant retention periods, physical documents containing your personal data will be shredded, and all personal data held electronically will be deleted.

You have the qualified right to request: access to and porting of your data; rectification or erasure of the data; restriction of processing or to object to the processing.

Any changes we may make to this notification in the future will be posted on this page and where appropriate notified to you by e-mail.

You also have a right to lodge a complaint with a Supervisory Authority, for example the [Information Commissioner's Office](#)

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