



An **OnSide** Youth Zone

Recruitment Privacy Notice for Job Applicants

This notice was approved on:	
Date:	Thursday 5 th February 2026
Next review date:	5 th February 2027
Name (Operational Representative):	Matt Justice (CEO)

1. Who we are

- 1.1. Youth Moves is the data controller for the personal data processed during our recruitment activities. This means we are responsible for deciding how and why your personal data is used.

Contact details:

Youth Moves The Park Centre,
 Daventry Road,
 Knowle,
 Bristol,
 BS4 1DQ

Telephone: 0117 363 4969

2. Our Commitment to Data Protection

2.1. Youth Moves is committed to:

- Processing personal data lawfully, fairly and transparently
- Collecting data only for specified, explicit and legitimate purposes
- Ensuring data is adequate, relevant and limited to what is necessary
- Keeping data accurate and up to date
- Retaining data only for as long as necessary
- Protecting data through appropriate technical and organisational measures

2.2. We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

3. What Personal Data We Collect

- 3.1. During the recruitment process we may collect and process the following types of personal data:

a) Standard personal data:

- Name, address, telephone number and email address

- Information contained in application forms, CVs, cover letters and interview notes
- Employment history, qualifications, skills and experience
- References and reference checks
- Right to work documentation
- Copies of qualifications and professional memberships
- Driving licence details (where relevant to the role)
- Information required to carry out background checks

b) Special category data:

Where relevant and permitted by law, we may also collect special category data, including:

- Information about health or disability (to make reasonable adjustments)
- Equality and diversity monitoring information (such as ethnicity, religion or sexual orientation)
- Information relating to criminal convictions or DBS checks (where required for the role)

Special category data is handled with additional safeguards.

4. How We Collect Your Data

4.1. We collect personal data:

- Directly from you through application forms, CVs and interviews
- From recruitment agencies acting on your behalf
- From third parties once an offer has been made, such as referees, the Disclosure and Barring Service (DBS), or background checking providers

4.2. You are not under a statutory obligation to provide personal data, but failure to provide required information may affect our ability to progress your application.

5. How and Why we Use Your Personal Data

5.1. We only process your personal data where we have a lawful basis to do so. These include:

- Taking steps at your request prior to entering into a contract
- Complying with legal obligations

- Pursuing our legitimate interests, provided these are not overridden by your rights and freedoms

5.2. Purpose of Processing: Your personal data is used to:

- Manage the recruitment and selection process
- Assess your suitability for a role
- Make recruitment decisions - carry out right to work, safeguarding and background checks
- Make reasonable adjustments where required
- Comply with employment, equality and safeguarding law - maintain appropriate records and defend potential legal claims

5.3. We do not rely on consent as the primary basis for recruitment processing, except where explicitly required (for example, to retain your details for future opportunities).

6. Use of Special Category Data

6.1. Special category data is processed only where lawful and necessary, including:

- To meet obligations under employment and equality law
- To make reasonable adjustments during recruitment
- To carry out safeguarding and DBS checks where required
- For equal opportunities monitoring (using anonymised or voluntary data)

6.2. Where consent is required, you may withdraw it at any time.

7. Who we Share Your Data With

7.1. Your personal data may be shared internally with staff involved in recruitment and selection. Where appropriate, and usually only after a conditional offer has been made, data may be shared with: Where appropriate, and usually only after a conditional offer has been made, data may be shared with:

- Referees
- DBS and background checking services
- Professional advisers (e.g. HR or legal advisers)
- Regulators or statutory bodies where required by law

7.2. We only share data where necessary and ensure appropriate data protection safeguards are in place.

8. Data Security

8.1. Youth Moves has appropriate security measures in place to prevent personal data from being lost, misused, accessed without authorisation, altered or disclosed.

8.2. Access to personal data is limited to those who need it for legitimate business purposes, and all third parties are required to protect data in line with data protection law.

9. How Long we Keep Your Data

9.1. We retain data only for as long as necessary:

- Unsuccessful applicants: typically up to 6 months after the recruitment process ends
- Data may be retained for longer where required to meet legal obligations or manage potential legal claims
- Where you consent to us retaining your details for future opportunities, data will be kept for up to 12 months or until consent is withdrawn

9.2. Successful applicants' data will be transferred to their personnel file and retained in line with our staff privacy notice.

10. Your Data Protection Rights

10.1. You have the right to:

- Access to your personal data
- Request correction of inaccurate or incomplete data
- Request erasure of your data in certain circumstances
- Restrict processing
- Object to processing based on legitimate interests
- Request data portability where applicable
- Withdraw consent where processing is based on consent

10.2. Requests can be made using the contact details above. We may need to verify your identity before responding.

11. Complaints

- 11.1. If you have concerns about how we handle your personal data, you have the right to complain to the Information Commissioner's Office (ICO), the UK data protection regulator.

12. Automated Decision Making

- 12.1. Recruitment decisions at Youth Moves are not based solely on automated decision-making or profiling.

13. International Data Transfers

- 13.1. We do not routinely transfer recruitment data outside the UK. Where this becomes necessary, appropriate safeguards will be put in place.

14. Changes to this Notice

- 14.1. We may update this Privacy Notice from time to time. The most recent version will always be available during recruitment processes.