

## Privacy notice for Job Applicants

In completing this application form and applying for a job with TVC Church, you will be providing us with personal information which we process in line with current data protection legislation. Full details on how we protect and process this information can be found in our Data Protection Policy, a copy of which is available on request.

This Privacy Notice is intended to give job applicants a concise overview of how we protect and process the personal information they provide when completing this application form.

### How we use the personal data you supply on this form

We only request information that is relevant to the role for which you have applied, and that we are required to do, under current data protection and employment legislation. This enables us to consider the suitability of each application on an equal basis and informs our decisions when shortlisting applicants for interview.

### Who we share your personal data with

At this stage, we only share applicant information with relevant staff within TVC Church, who are involved in the recruitment and selection process.

### Our lawful basis for processing your personal information

**Contract:** by completing and submitting an application form, you are requesting that we consider you as a suitable candidate for employment and, if successful, enter into a Contract of Employment with us.

### Your rights

If you would like us to consider your application, we must process your personal information and have appropriate legal grounds to do so. If, however, you wish to withdraw your application at any stage and exercise your right to prevent us processing your data further, please notify us immediately. Full information on all your rights under current data protection legislation can be found in our Data Protection Policy.

### How long we keep your data for

We do not retain application forms from candidates who have not been shortlisted; they are securely destroyed. We may retain application forms from applicants who were unsuccessful following interview for a period of 6 months. Not only does this provide a potential opportunity for further openings within the company, it also enables us to reconsider unsuccessful applicants in the event that the successful applicant does not commence employment with us. If successful, your application form is retained in your personnel file for the duration of your employment, in line with our retention policy and schedule. Application forms that are not retained are confidentially shredded.

### If you are not happy with how we process your information

We are committed to protecting the personal data we process relating to all our interested parties and stakeholders. If you wish to raise a concern or make a complaint in relation to how we process the information you have provided on this form, please contact David Marley in the first instance on [david.marley@tvchurch.org.uk](mailto:david.marley@tvchurch.org.uk).

If you feel that after contacting us your concern or complaint is not resolved, you have the right to lodge your complaint with the Information Commissioner's Office on 0303 123 1113 or via their website: [ico.org.uk/make-a-complaint](https://ico.org.uk/make-a-complaint).

Dave Marley  
Company Secretary  
Tees Valley Community Church  
Mobile number: 07960 148 690