

## Privacy Notice – Prospective Employees

In accordance with the General Data Protection Regulations 2018, SOHTIS has developed a Privacy Policy which outlines their commitment to handling your personal information with care and within the law. This policy is available for your information from our website.

We have summarised this and request the permission to hold your personal information as described below:

### WHY DO WE COLLECT YOUR PERSONAL INFORMATION?

- to process your application for an advertised vacancy
- to abide within our recruitment and induction policies and procedures

### WHAT PERSONAL INFORMATION DO WE COLLECT?

The personal data we collect about you may include identifiers such as a:

- name
- address
- date of birth
- any information contained in your CV/application

### HOW DO WE STORE YOUR PERSONAL INFORMATION?

We are committed to securing the personal information we hold for you in line with our Data Protection Policy, using secure physical safeguards (eg. locked filing cabinets with limited access) and secure IT systems (eg. password protected computers and systems with limited access).

### WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We will share your information with the following people/agencies, and we will not share information about you with any other third parties without your consent unless the law allows or requires us to.

- staff involved in recruitment roles
- limited information to Trustees/Advisory Committee Members as appropriate

We require you to sign in agreement that you understand our compliance with GDPR and confirming permission for us to use your data as detailed above.

<b>PRINT NAME:</b>		<b>DATE:</b>	
<b>SIGNATURE:</b>			

If you would like further information or would like to discuss this in more detail, please contact:

Joy M Gillespie, CEO at [joymg@sohtis.org](mailto:joymg@sohtis.org)