

**VALLEY HOUSE**  
**PRIVACY STATEMENT**

**Your Personal Data – Recruitment Applications**

**Data Controller**

Valley House will be what is known as the 'Controller' of the personal data you have provided to them.

**Data Processor**

Valley House will be what is known as the 'Processor' of the personal data you have provided.

We are committed to privacy for everyone who provides their personal data to us. Under the Data Protection Act 1998 and General Data Protection Regulations (GDPR), we must comply with certain requirements which are designed to ensure that any data you provide to us is processed with due care and attention.

**What sort of data do we collect?**

We collect personal data about you to help in the recruitment process. This data consists of information including your name, address, e-mail address, work and education history.

**Why do we collect and process sensitive personal data?**

We collect and process sensitive personal data only so far as is necessary and in compliance with all applicable legislation.

**What we do with it**

All the personal data we process is processed by our staff in the UK. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

**Do we pass data to third parties?**

No third parties have access to your personal data unless the law allows them to do so.

**How is this data safeguarded?**

The security of your data is extremely important to us. Access to your personal data is only provided to our staff in order to help with the recruitment process.

**How long we keep it**

We keep your personal data (name, address, contact details) and any printed application forms or CVs for a minimum of 6 months after which time it will be destroyed. Should you wish your basic personal data to be removed before this time you should let us know.

Your personal data is not used for marketing purposes.

**VH April 2018**

**What we would also like to do with it**

Should we think you may be suitable for any other vacancies within Valley House we may forward your basic personal data (name, address, contact details) and any printed application forms or CVs to another manager within the organisation.

**What are your rights?**

If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact one of Valley House's Data Controllers at [info@valleyhouse.org.uk](mailto:info@valleyhouse.org.uk) who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).