

Recruitment Privacy statement



Please tick the box once you have read the terms and conditions below.

By applying for our vacancies and volunteering opportunities we will be assuming that you agree to the processing of sensitive personal data, in accordance with the General Data Protection Regulations

The information you provide is what we will use to decide whether to shortlist you for an interview. This helps us to review each applicant in a fair and consistent way. It is important that you complete your details accurately and honestly. Our Recruitment Team is on hand for any support you may require.

We are particularly keen to promote the employment of people with a disability and welcome all applications. We will select for interview all applicants who have a disability who meet the essential criteria for the role. If you are an applicant with a disability and would like the opportunity to discuss the application or selection process please contact the Recruitment Team on 01733 246699.

What information does Mencap collect?

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including benefit entitlements
- whether or not you have a disability for which we may need to make reasonable adjustments during the recruitment process
- references supplied by former employers
- DBS checks if appropriate for the job role
- information about your entitlement to work in the UK
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

Mencap will collect this information from your CV's, application forms, our onboarding system, passports or other identity documents.

Data will be stored in a range of different places, including on your application record, in our recruitment system.

Why does Mencap process personal data?

We need to process data to take steps at your request prior to and when and if we do enter into a contract with you to ensure that we are complying with our legal obligations, for example, it is required to check a successful applicant's eligibility to work in the UK before

employment starts.

Depending on the role you are applying for, an enhanced Disclosure and Barring Service (DBS) may be required. Criminal records will be reviewed on an individual basis and taken into account for recruitment purposes where the conviction is considered relevant. A criminal record will not necessarily be a bar to obtaining a position with us.

The information that you provide and that is obtained from other relevant sources will be used to process your application for employment. We reserve the right at any time to check on any experience, achievements, qualifications and skills claimed by you either from your application, in any accompanying or subsequent correspondence or at interview. The personal information that you provide will also be used in a confidential manner to help us monitor our recruitment process.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy.

We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

How does Mencap protect data?

We take the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does Mencap keep data?

If your application is unsuccessful, the organisation will keep your personal data on file for 12 months in case there are future employment opportunities for which you may be suited after which your data is deleted.

We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time. If you do not wish to receive these emails you can delete your account at any time. Please contact the Recruitment Team to delete your account.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Mencap during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.