

EYECAN Candidate Privacy Policy Statement

Jersey Blind Society – EYECAN, referred to as (the “Society”)

This privacy statement explains:

- what information the Society collects during its application and recruitment process;
- the relevant lawful processing condition for the use of that information;
- how the Society uses that information; and
- for how long the Society will retain your information.

Types of Information the Society Collects

This privacy statement covers the information you share with the Society and/or which may be acquired or produced by the Society during the application or recruitment process including:

- your name, address, email address, telephone number and other contact information;
- your resume or CV, cover letter, previous and/or relevant work experience or other experience, education or other information you provide to the Society in support of an application and/or the application and recruitment process;
- information from interviews and screenings you may have, if any;
- details of the type of employment you are currently enjoying or may be looking for, current and/or desired salary and other terms relating to compensation and benefits packages, or other job preferences;
- details of how you heard about the position you are applying for;
- any special category, sensitive and/or demographic information (where applicable) obtained during the application or recruitment process such as age, information about your citizenship and/or nationality, medical or health information and/or your race;
- reference information and/or information received from background or police checks (where applicable), including information provided by third parties;
- information relating to any previous applications you may have made to the Society and/or any previous employment history with the Society.

Lawful Processing Condition

The processing of personal data throughout the recruitment process is necessary for and as a result of steps taken by yourself with a view to entering into an employment contract with the Society. The only exception would be where there exists a legal obligation on the Society. This processing is conducted in accordance with the Data Protection (Jersey) Law 2018.

How the Society Uses Information It Collects

Your information will be used by the Society for the purposes of carrying out its application and recruitment process, including:

- assessing your skills, qualifications and interests against the Society’s career opportunities;
- verifying your information and carrying out reference checks and/or conducting background or

police checks (where applicable) if you are offered a job;

- communicating with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential career opportunities at the Society;
- making improvements to the Society's application and/or recruitment process including improving diversity in recruitment practices;
- complying with applicable laws, regulations, legal processes or enforceable governmental requests;
- sharing your information with our affiliated organisations. If you have been referred for a job at the Society by a current employee, the Society may inform that employee about the progress of your application;
- using service providers acting as data processors on the Society's behalf to perform some of the services described above including for the purposes of shortlisting, verification and/or background or police checks. These service providers may be located outside the country in which you live but will normally be based in the Channel Islands;
- disclosing your information to external third parties such as local employment authorities, insurance companies, courts and tribunals, or regulatory bodies and/or law enforcement agencies for the purpose of complying with applicable laws and regulations, or in response to legal process.

It is your responsibility to obtain consent from referees before providing their personal information to the Society.

All your information will be considered confidential. The Society will not use or disclose your information except as provided for in this statement or if disclosure is required to fulfil a legal obligation.

Your Rights

Under the Data Protection (Jersey) Law 2018, you have the following rights:

- Right to access your personal data;
- Right to rectification of inaccurate or incomplete data;
- Right to erasure of your data (right to be forgotten);
- Right to object to processing of your data;
- Right to lodge a complaint with the Jersey Office of the Information Commissioner.

Retention of Your Information

The Society will retain your information for the following minimum periods:

- If unsuccessful for the role(s) you have applied for: 6–9 months after the Society's last contact with you;
- If interviewed for a post: 6–12 months from the Society's last contact with you. Information retained for this period will include interview notes, interview questions and answers, and any other relevant information supplied by you;
- If you are offered and accept employment with the Society, the information collected during



the application and recruitment process will become part of your employment record. Full details of the Society's record management policy will be made available to you at that time.

By applying for a position with the Society, you accept the terms of this privacy statement.