



UK

Hillsong Church London – Recruitment Privacy Notice

Last updated: 12th June 2018

Purpose

Hillsong Church London (“**Hillsong**”) is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use the personal information you provide to us, in accordance with the General Data Protection Regulation (GDPR). For more information on GDPR you can refer to the Information Commissioner’s Office: ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/

All personal data is collected, stored and processed in accordance with our Privacy Policy (hillsong.com/privacy). This Privacy Notice should be read in conjunction with our Privacy Policy.

In addition, Hillsong have a Network Security Policy and a Confidentiality Agreement in place to which all staff are required to adhere.

Information Collection and Use

What will we do with the information you provide to us?

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary. We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format. We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. The information we ask for is used to assess your suitability for employment. You don’t have to provide what we ask for but it might affect your application if you don’t.

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all of this information.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our recruitment team, including hiring managers, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

We might ask you to attend an interview. Information will be generated by you and by us. For example, we might take interview notes. This information is held by Hillsong.

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity.
- Proof of your qualifications.

We will contact your referees, using the details you provide in your application, directly to obtain references. If we make a final offer, we will also ask you for the following:

- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work
- Details required for the purposes of pension enrolment.

We may also seek information to assist in securing your membership of relevant health or other occupational benefit schemes.

How long is the information retained for?

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references. If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 12 months. Information generated throughout the assessment process, for example interview notes, is retained by us for 12 months.

Changes To This Privacy Notice

We may update our privacy notice from time to time. We will notify you of any changes by posting the new privacy notice on this page.

You are advised to review this privacy notice periodically for any changes. Changes to this privacy notice are effective when they are posted on this page.

Your Rights

Under the GDPR, you have rights as an individual which you can exercise in relation to the information we hold about you. Should you wish to make a Subject Access Request or a Deletion Request in line with our Privacy Policy, please contact dataprotection@hillsong.co.uk

You can read more about these rights here – <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>

Complaints or Queries

Hillsong endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. Please bring it to our attention if you think that our collection or use of information is unfair, misleading or inappropriate.

You can also report a concern to the Information Commissioner's Office. Further information is available here: <https://ico.org.uk/concerns/>

Contact Us

If you want to request information about our recruitment privacy policy you can contact us via recruitment@hillsong.co.uk