



101 Thornbury Road, Bradford, West Yorkshire, BD3 8SA

GDPR Privacy Notice for Applicants

Data controller: Islamic Cultural & Educational Association
Data Protection Officer: General Secretary of the Association

Introduction

As part of our recruitment and admission process, the ICEA collects and processes personal information, or personal data, relating to following;

1. Members of the association
2. Those applying for membership of the association
3. Those applying for a job with ICEA whether to work as an employee or a self employed contractor
4. Those applying to work as volunteers
5. Those studying at ICEA Madrasah or applying to study, including their parents / guardians if applicant is under 18 year old.
6. People requesting services from ICEA e.g. Nikkah, Khatam, Bereavement services, Janaza etc

This personal information may be held by ICEA on paper or in electronic format. ICEA is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018.

The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information. We are required under the GDPR to notify you of the information contained in this privacy notice.

This privacy notice is non-contractual.

If you have any questions about this privacy notice or about how we handle your personal information, please contact the person named above via the email address provided or write to Data Controller, ICEA, 101 Thornbury Road, Bradford BD3 8SA.

Data protection principles

Under the GDPR, there are six data protection principles that ICEA will comply with. These provide that the personal information we hold about you is:

1. Processed lawfully, fairly and in a transparent manner.
2. Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to those purposes.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits your identification for no longer than is necessary for those purposes.
6. Processed in a way that ensures appropriate security of the data.



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What types of personal information do we collect about you?

Personal information is any information about an individual from which that person can be directly or indirectly identified. It doesn't include anonymised data, i.e. where all identifying particulars have been removed.

There are also "special categories" of personal information and personal information on criminal convictions and offences which require a higher level of protection because it is of a more sensitive nature.

The special categories of personal information comprise information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic and biometric data.

ICEA collects uses and processes a range of personal information about you. This could include;

1. contact details, including name, address, telephone number and personal e-mail address
2. personal information included in a CV, any application form, cover letter or interview notes
3. references
4. information about your right to work in the UK and copies of proof of right to work documentation
5. copies of qualification certificates
6. copy of driving licence or any other licence which may be required for the position you've applied for
7. other background check documentation
8. details of skills, qualifications, experience and work history with previous employers
9. your professional memberships

ICEA may also collect, use and process the following special categories of personal information during the recruitment process:

- a) whether or not you have a disability for which ICEA needs to make reasonable adjustments during the recruitment process
- b) information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation
- c) information about criminal convictions, cautions fines and bankruptcies
- d) information about any civil or criminal offences that are currently impending or under investigation
- e) Information about credit history which will including electoral vote registration and address history

How do we collect your personal information?

ICEA collects personal information about you during the initial application process, either directly from you or sometimes from a third party such and employment agency. We may also collect personal information from other external third parties, such as references from current and former employers, information from educational institutes, information from background check providers, information from credit reference agencies and criminal record checks from the Disclosure and Barring Service (DBS).



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For job applications (whether paid or volunteer), other than employment agencies, ICEA will only seek personal information from third parties during the recruitment process once an offer of employment or engagement has been made to you and we will inform you that we are doing so.

You are under no statutory or contractual obligation to provide personal information to ICEA during the recruitment process.

Your personal information may be stored in different places, including on your application record, in ICEA's HR management system and in other IT systems, such as the e-mail system.

Why and how do we use your personal information?

We will only use your personal information when the law allows us to. These are known as the legal bases for processing. We will use your personal information in one or more of the following circumstances:

1. where we need to do so to take steps at your request prior to entering into a contract with you, or to enter into a contract with you
2. where we need to comply with a legal obligation
3. where it is necessary for our legitimate interests (or those of a third party), and your interests or your fundamental rights and freedoms do not override our interests.

We need all the types of personal information listed under "What types of personal information do we collect about you?" primarily to enable us to take steps at your request to enter into a contract with you, or to enter into a contract with you, and to enable us to comply with our legal obligations. In some cases, we may also use your personal information where it is necessary to pursue our legitimate interests (or those of a third party), provided that your interests or your fundamental rights and freedoms do not override our interests. Our legitimate interests include:

pursuing ICEA business by employing employees, workers and contractors; managing the recruitment process; conducting due diligence on prospective staff and performing effective internal administration.

providing religious education to children and adults, ensuring we have most up to date contact details of parents of children under the age of 18

Keeping record of all ICEA members

The purposes for which we are processing, or will process, your personal information is to:

1. manage the recruitment process and assess your suitability for employment or engagement
2. decide to whom to offer a job
3. comply with statutory and/or regulatory requirements and obligations, e.g. checking your right to work in the UK
4. comply with the duty to make reasonable adjustments for disabled applicants and with other disability discrimination obligations
5. ensure compliance with your statutory rights
6. ensure effective HR, personnel management and business administration
7. monitor equal opportunities



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Please note that we may process your personal information without your consent, in compliance with these rules, where this is required or permitted by law.

What if you fail to provide personal information?

If you fail to provide certain personal information when requested, we may not be able to process your application properly or at all, we may not be able to enter into a contract with you, or we may be prevented from complying with our legal obligations. You may also be unable to exercise your statutory rights.

Why and how do we use your sensitive personal information?

We will only collect and use your sensitive personal information, which includes special categories of personal information and information about criminal convictions and offences, when the law allows us to.

Some special categories of personal information, i.e. information about your health, and information about criminal convictions and offences, is processed so that we can perform or exercise our obligations or rights under employment law and in line with our data protection policy.

We may also process information about your health and information about any criminal convictions and offences where we have your explicit written consent. In this case, we will first provide you with full details of the personal information we would like and the reason we need it, so that you can properly consider whether you wish to consent or not. It is entirely your choice whether to consent. Your consent can be withdrawn at any time.

The purposes for which we are processing, or will process, health information and information about any criminal convictions and offences, are to:

1. assess your suitability for employment or engagement
2. comply with statutory and/or regulatory requirements and obligations, e.g. carrying out criminal record checks on employees
3. comply with the duty to make reasonable adjustments for disabled applicants and with other disability discrimination obligations
4. ensure compliance with your statutory rights
5. ascertain your fitness to work or study
6. ensure effective HR, personnel management and business administration

Change of purpose

We will only use your personal information for the purposes for which we collected it, for instance, only for the recruitment exercise if which you have applied for a job. However, if your job application is unsuccessful, ICEA may wish to keep your personal information in case there are future employment opportunities with us. We will ask for your consent before we keep your personal information for this purpose. Consent can be withdrawn at any time.

Who has access to your personal information?

Your personal information may be shared internally within ICEA for the purpose it was provided, including with members of the HR department, members of the recruitment team, managers and administration staff and IT staff if access to your personal information is necessary for the performance of their roles.



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ICEA will not share personal information of job applicants with third parties during the recruitment process unless the application is successful and we make you an offer of employment or engagement. At that stage, we may also share your personal information with third parties (and their designated agents), including:

1. external organisations for the purposes of conducting pre-employment reference and employment background checks
2. former employers, to obtain references
3. professional advisors, such as lawyers

We may also need to share your personal information with a regulator or to otherwise comply with the law.

We may share your personal information with third parties where it is necessary to steps at your request to enter into a contract with you, or to enter into a contract with you, where we need to comply with a legal obligation, or where it is necessary for our legitimate interests (or those of a third party).

How does ICEA protect your personal information?

ICEA has put in place measures to protect the security of your personal information. It has internal policies, procedures and controls in place to try and prevent your personal information from being accidentally lost or destroyed, altered, disclosed or used or accessed in an unauthorised way.

In addition, we limit access to your personal information to those employees, workers, agents, contractors and other third parties who have a business need to know in order to perform their job duties and responsibilities to ICEA.

Where your personal information is shared with third parties, we require all third parties to take appropriate technical and organisational security measures to protect your personal information and to treat it subject to a duty of confidentiality and in accordance with data protection law.

We only allow them to process your personal information for specified purposes and in accordance with our written instructions and we do not allow them to use your personal information for their own purposes.

ICEA also has in place procedures to deal with a suspected data security breach and we will notify the Information Commissioner's Office (or any other applicable supervisory authority or regulator) and you of a suspected breach where we are legally required to do so.

Your rights in connection with your personal information

As a data subject, you have a number of statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

1. request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
2. request rectification of your personal information - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
3. request the deletion of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected



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4. restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
5. object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground
6. data portability - this gives you the right to request the transfer of your personal information to another party so that you can reuse it across different services for your own purposes.

If you wish to exercise any of these rights, please contact our data protection officer.

We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

In the limited circumstances where you have provided your consent to the processing of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. This will not, however, affect the lawfulness of processing based on your consent before its withdrawal.

If you wish to withdraw your consent, please contact our data protection officer.

Once we have received notification that you have withdrawn your consent, we will no longer process your personal information for the purpose you originally agreed to, unless we have another legal basis for processing.

If you believe that ICEA has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office (ICO) at any time. The ICO is the UK supervisory authority for data protection issues.

For how long does ICEA keep your personal information?

ICEA will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected and processed.

If your application for employment or engagement is unsuccessful, ICEA will generally destroy your personal records after the end of the relevant recruitment exercise.

However, this is subject to:

1. any minimum statutory or other legal, tax, health and safety, reporting or accounting requirements for particular data or records, and
2. the retention of some types of personal information for up to seven years to protect against legal risk, e.g. if they could be relevant to a possible legal claim in a tribunal, County Court or High Court.

If you have consented to ICEA keeping your personal information on file, in case there are future suitable employment opportunities or for instance to be on waiting list of our Marrasah, ICEA will hold your personal information for a further six months after the end of the relevant recruitment exercise, or until you withdraw your consent if earlier.



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If your application for employment or engagement is successful, personal information gathered during the recruitment process will be retained for the duration of your employment or engagement and in accordance with the privacy notice for employees, workers and contractors.

Personal information which is no longer retained will be securely and effectively destroyed or permanently erased from our IT systems.

Transferring personal information outside the European Economic Area

ICEA will not transfer your personal information to countries outside the European Economic Area.

Changes to this privacy notice

ICEA reserves the right to update or amend this privacy notice at any time. If this happens, we will inform users via notice on our website if this happens.

Contact

If you have any questions about this privacy notice or how we handle your personal information, please contact our data protection officer.

Giving your consent

By ticking the box on your webpage, you confirm that you have read our 'Data Protection Act & GDPR' and you fully understand and agree to its content.