



Leader Applicant Privacy Notice

We want you to be confident about the way we handle your data

As part of the appointment process, HF Holidays will collect and process personal data relating to leader applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information do we collect?

During the appointment process, we will 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;
- whether or not you have a disability for which we need to make reasonable adjustments during the appointment process;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

We collect this information in a variety of ways for example, data might be collected through application forms, interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as information from criminal records checks.

Data will be stored in a range of different places, including on your application record, in volunteer management systems and on other IT systems (including email).

Why does HF Holidays process personal data?

We need to process data in order to contact you, to progress your application, and assess your suitability for the Leader role. In some cases, we need to process data to ensure that we are complying with our legal obligations.

We have a legitimate interest in processing personal data during the appointment process and for keeping records of the process. Processing data from leader applicants allows us to manage the appointment process, assess and confirm an applicant's suitability for leading and decide to whom to offer a

role. We may also need to process data from leader applicants to respond to and defend against legal claims.

We may need to process health information if we need to make reasonable adjustments to the appointment process for candidates who have a disability.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes as permitted by the Data Protection Act 2018.

We are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations to our guests.

If your application is unsuccessful, we will keep your personal data on file for 12 months in case there are future leader opportunities for which you may be suited. 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.

Who has access to data?

Your information will be shared internally for the purposes of the appointment exercise. This includes members of the Leader Operations team, Leader Assessors involved in the appointment process and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for leading is successful and you are offered a role. We will then share your data with the Disclosure and Barring Service to obtain necessary criminal records checks.

How does HF Holidays protect data?

We take the security of your data seriously. We have 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 and Leader Assessors in the proper performance of their duties.

For how long does the HF Holidays keep data?

If your application for leading is unsuccessful, we will hold your data on file for 12 months after the end of the relevant assessment process. At the end of that period or once you withdraw your consent, your data will be deleted or destroyed.

If your application for leading is successful, personal data gathered during the assessment process will be transferred to your file and retained during the time you are a Leader with us.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact us in writing to: The Compliance Department, HF Holidays, Catalyst House, 720 Centennial Court, Centennial Park, Elstree, Hertfordshire, WD6 3SY.

If you believe that we have not complied with your data protection rights, you can complain to the [Information Commissioner](#).

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us during the appointment 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.

Automated decision-making

Appointment processes are not based solely on automated decision-making.