



Job Applicant Privacy Notice (compliant with GDPR)

As part of any recruitment process, Barnsley Football Club 2002 Ltd collects and processes personal data relating to job applicants.

The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under The General Data Protection Regulation (GDPR), which came into force on 25 May 2018.

What information do we collect?

Barnsley Football Club 2002 Ltd collects a range of information about you. This includes:

- (a) your name, address and contact details, including email address and telephone number;
- (b) details of your qualifications, skills, experience and employment history;
- (c) information about your current level of remuneration, including benefit entitlements;
- (d) whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- (e) information about your entitlement to work in the UK.

Barnsley Football Club 2002 Ltd may collect this information in a variety of ways, for example, data might be contained in:

- (i) application forms, CVs or resumes, obtained from your passport or other identity documents, or collected;
- (ii) through interviews or other forms of assessment;
- (iii) we may also collect personal data about you from third parties, such as references supplied by former employers;
- (iv) we will only seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email). Your personal data (data subject) will be entered into a data flow detailing the process and whom controls the data so that data is stored and controlled securely.

Why does Barnsley Football Club 2002 Ltd process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Barnsley Football Club 2002 Ltd has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Separately, Barnsley Football Club 2002 Ltd has a number of departments whereby further checks are needed that are specific to the Football Authorities such as the Football Association and English Football League i.e. Disclosure Barring Service (DBS) and Criminal Record Checks (CRC).

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

Barnsley Football Club 2002 Ltd may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability.

Barnsley Football Club 2002 Ltd process such information to carry out its obligations and exercise specific rights in relation to employment and employment law obligations. If your application is unsuccessful, Barnsley Football Club 2002 Ltd may keep your personal data on file in case there are future employment opportunities for which you may be suited, although you can request that the personal data be deleted following an unsuccessful application. We will ask for your consent before we retain your data for this purpose and you are free to withdraw your consent at any time, however, data will be deleted after a 12-month period.