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**Data Privacy Statement and Consent to Use Job Application Data**

Your privacy is important to Northumberland County Blind Association (NCBA). This statement (the “Privacy Statement”) aims at:

* Informing you of how NCBA will use the information you submit when applying for a job with our organisation ("Job Application Data").
* All Job Application Data you submit to NCBA via our application form is collected and stored securely by NCBA at Reiver House, Staithes Lane, Morpeth, NE61 1TD.

**What types of information do we process?**

This Privacy Statement covers any Job Application Data you submit to NCBA, such as:

* Name, address, email address, telephone number or other contact information.
* Information contained in your application form or covering letter, such as previous work experience, salary, education or other information you provide for our consideration.
* Names and contact information of people who are willing to provide references for you. Please note: It is your responsibility to obtain consent from references before providing their personal information to us.

**Who may access your data?**

* Only select employees of NCBA - such as your potential future manager(s), Trustees of NCBA and IT (for maintenance purposes only) and select employees who support NCBA with the administration of recruitment applications have access to your Job Application Data.
* NCBA will not supply any of your personal data to any third party other than those identified above without your express authorisation.

**Your Choice.**

* Providing your Job Application Data is voluntary. However, if you choose not to provide all of the data that is requested in submission of your application, our ability to consider you as a candidate may be limited.

**For what purposes will Job Application Data be used?**

* The Job Application Data you provide will be used to assess your application for employment at NCBA, to verify your information and conduct reference check and to communicate with you about the role you have applied for.
* If you are offered and accept employment with NCBA, the information collected will become part of your employment record and will be used for employment purposes.

**How long will we keep your data?**

* Your Job Application Data is stored in our applicant’s folder for six months after a successful candidate has been appointed.
* You can access your Job Application Data, correct it or delete it at any time within this six month period, as detailed below.

**Your Rights.**

* You can access your Job Application Data, ask us to correct it or delete it at any time by contacting the Organisational Development Manager on 01670 514316.
* If you would like further information regarding the processing of your Job Application Data and NCBAs general Privacy Policy, email info@ncba.org.uk

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**Your Consent.**

* By submitting your Job Application Data and signing your Job Application Form you are granting your consent to the processing of that information in accordance with this Privacy Statement.