

JOB APPLICATION PRIVACY NOTICE

(a) St John's Winchester is committed to a comprehensive policy of Equality of Opportunity in employment in which all individuals are treated on the basis of their relevant merits and abilities. The Charity seeks to promote good recruitment and selection practices and to ensure that in all cases the best candidate for the position is appointed.

The Charity is committed to ensuring that all stages of the recruitment process are conducted fairly and effectively.

The Charity operates an Equal Opportunities Policy under which all applications will be given equal treatment regardless of e.g. a candidate's race, gender, age or sexual orientation.

(b) Because the Charity works with frail and vulnerable older people, if selected for interview you will be asked whether you have any prior criminal convictions. This includes 'spent' convictions as the post is exempt from the Rehabilitation of Offenders Act 1974. If you are subsequently successful in your application, you will be asked to sign a declaration as to prior criminal convictions, which will be verified by an enhanced disclosure application to the Disclosure & Barring Service.

You will also be checked against the Protection of Vulnerable Adults List operated by the Department of Education and Skills on behalf of the Department of Health. A copy of our Policy on Disclosure of Criminal Records is available on request.

(c) **Privacy statement:** If your application is unsuccessful, we will store your application form for no more than 12 months in accordance with our data retention policy. It will then be destroyed. A copy of our Policy on Data Protection is available on request.