

**TECHNICAL OFFICER**

**RECRUITMENT PACK**

**MARCH 2025**

Dear Applicant,

Re: Technical Officer

Thank you for expressing an interest in the above post. Enclosed within this recruitment pack are the following:

* Introduction, vision and mission
* Job description
* Person Specification
* Job application form
* Job applicant privacy notice

Please complete the application form enclosed, **paying particular attention to the person specification and explaining how your knowledge, skills and experience demonstrate that you meet those required for the post.** We would also be grateful if you could complete and return the job applicant privacy notice.

We are happy to accept a hard copy or emailed application.

Only shortlisted candidates will be contacted and asked to attend for interview.

Yours sincerely,



Emma Tweed  
Chief Officer

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# INTRODUCTION, VISION AND MISSION

**About us**

Care & Repair is a national charitable body and actively works to ensure that all older people have homes that are safe, secure and appropriate to their needs.

We provide services to a network of Care & Repair Agencies across Wales. Our services to Agencies include:

* leadership and national representation on policy responses, service improvement, and innovation
* co-ordination of the national Care & Repair Information System (CARIS), using national performance and evaluation to inform policy response, and national reports on outcomes from services
* policy information and briefing
* training and networking events, to facilitate consistency of services, and shared best practice
* agency support and development
* increasing brand awareness, national PR and communications
* providing support services to Agency Boards to help them evaluate and improve their performance and outcomes.
* promoting and facilitating greater collaboration and partnership working in the sector
* generating more funding for front line services and new projects.

Through our work, and close relationship with the Agencies, we listen to the needs and desires of older people and on the national stage articulate this information to policy makers at the Welsh Government. This advocacy work helps inform thinking about Housing Policy for older people, and wider Health and Social Care policy for older people which is intrinsically linked to appropriate, good quality housing.

**Our core objectives**

* Champion the housing needs of older people living in owner occupied and private rented housing through effective national lobbying and continued development of national partnerships;
* Assist in meeting key Government objectives, policy and strategies;
* Provide services and advice to Care & Repair Agencies on WG grant funding applications and information on the performance of Care & Repair Agencies across Wales and outcomes achieved for older people;
* Promote the links between housing, health and social care.
* Promote Care & Repair services through all media, strategic, political and voluntary networks; Inform, advise and support Care & Repair agencies to deliver services that address individual older people’s housing needs;
* Advise agencies on matters relating to the current political, economical and demographic changes that have an impact on the lives of older people;
* Safeguard the values, standards, service quality and brand of the Care & Repair movement and develop good practice guidance and sound information;
* Protect substantial public monies invested in the movement by developing robust systems that monitor and evaluate the quality of services and outcomes delivered;
* Provide a trusted and experienced platform for debate, innovation and information on the housing needs of older people in Wales.

**Our Vision:**

To impact in Wales, where all older people can live independently in warm, safe and accessible homes.

**Our Mission:**

We provide leadership, expertise, innovation, advocacy, resources and evidence to support investment that ensures all older people in Wales can live independently in warm, safe, accessible homes.

# JOB DESCRIPTION

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| **Role Profile** |

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| **Job Title** | Technical Officer |
| Hours | Full-Time (37 hours per week) |
| Reporting to | Operations & Compliance Manager |
| Special Requirements | A full current driving licence, use of a car for business use.  This post will require an enhanced disclosure from the criminal records bureau level of disclosure.  Some working outside normal office hours might be required. |
| Job Purpose  * To provide an effective home adaptations and technical service to support clients to stay safe, secure, warm and independent in their own home. * To contribute to Care & Repair Western Bay’s role as a delivery partner for statutory services, meeting the targets and outcomes as set down in relevant Service Level Agreements. * Ensure delivery of excellent, personalised, value for money services to our clients. * To identify and develop opportunities to grow the technical service offer going forward, including increasing the number of clients. * Liaise closely with clients, contractors, architectural design services, Occupational Therapists and health and social care organisations. * To provide advice and supervise repair, improvement and adaptation work. * To assist the delivery of an efficient and effective technical service, assisting colleagues in the provision of all services and carrying out regular surveys and site supervision of on-going works. * Another important aspect of this role will be to ensure the Agency’s technical requirements are met and performance criteria regularly achieved. | |
| **Key Accountabilities** | |
| * To provide contract documentation including plans, specifications, schedules, estimates and bills of quantities as necessary for outsourced works. * To provide relevant technical information and recommendations. * To provide relevant technical advice and support to older and disabled householders that will enable them to make informed choices about repairs/improvements to their homes. * To provide practical assistance to enable clients to proceed with work including preparing schedules of work and evaluating estimates. * Monitoring building works to ensure work is of a high standard and complies with the client’s instructions. * Keep up to date with developments in the relevant field of work through attendance at network meetings, courses, seminars and conferences. | |
| **Client Focus and Service Delivery**   * To provide practical assistance to enable clients to make informed decisions before proceeding with work. To include preparing sketch drawings, schedules of work and evaluation of tenders/estimates. * Monitor building work/contractor performance to ensure work is of a high standard and complies with the client’s instructions. * Ensuring the Agency fully meets its health and safety requirements. * Ensure that appropriate contractual documentation is provided relative to the work in question, in line with Care & Repair Western Bay’s guidelines. * Liaise where appropriate with local authority grants officers, community occupational therapists, and other relevant professionals in the preparation of an appropriate scheme of work. * Build and maintain effective working relationships with the Local Authority, liaising with Health & Housing, Property & Contracts, Occupational Therapists, landlords and clients. * When required, advising clients on engaging consultant surveyors or architects to carry out above work as appropriate. * Monitoring the performance of contractors on Care & Repair’s list of preferred contractors. * Ensure that accurate records are kept at all times. * Contribute to reports containing relevant information, and advice on case monitoring for the Agency Management Board/Strategic Committee. * Provide information through the Senior Technical Officer for Welsh Government who are monitoring Care & Repair Group, including summaries of work undertaken. * Maximise client satisfaction by promoting innovation, creativity and problem solving. * Ensure necessary consents are obtained and ensure compliance with planning, building control, British Standards and Codes of Practice and all applicable European regulations and standards. * Obtain funding for work needed; assisting clients to apply for funding and utilising available budgets. * Ensure that the quality of work by contractors meets the required standard and complies with the requirements of the client and funding authorities. * Manage payment of interim and final invoices, including collating and checking all certificates and invoices on completion of works, carrying out final inspections, check final accounts and defects liability. * Manage operational relationships with contractors and funders including Local Authority Occupational Therapists and other staff and Welsh Government. * Provide feedback to the Line Manager on service progress and service development matters. * Maintain links within asset management department and with operations, finance and business services departments. * Implement policies and procedures that ensure regulatory and statutory compliance and deliver the requirements of service level agreements. To include maintaining database and performance information records. | |
| **Organisational**   * Participate in relevant training and opportunities to increase and develop knowledge. * Promote public awareness of the work of the Care & Repair Group. * Ensure that all work is conducted to the highest professional standards and complies with the Care & Repair Group Policies and Procedures. * Prepare for and participate in supervision, appraisals and team reviews. * To undertake all duties in accordance with organisational strategy, legislation and best practice in relation to Equality and Diversity. | |
| **Safeguarding**   * Ensure that any safeguarding matters are dealt with in accordance with the Care & Repair Group Safeguarding Policies and Procedures. | |
| **Diversity and Equality**   * To proactively ensure Care & Repair Group activities are carried out in accordance with organisational strategy, legislation and best practice in terms of Diversity and Equality. | |
| **General Health and Safety**   * To work effectively with other staff to ensure compliance with all policies and procedures and the delivery of objectives. * To ensure health and safety standards are maintained and complete regular risk assessments in relation to premises and equipment as well as working practices. * Ensure all accidents are recorded. * To work at all times in a safe and efficient manner and be aware of the Lone Working Policy / Health and Safety Policy and Procedures. * To attend Health and Safety Committee meetings as necessary and appropriate. | |
| **General List of Duties**   * Adopt a flexible approach to fulfilling the job description and person specification which may involve weekend and evening work. * To be familiar with and work in accordance with all Care & Repair Group policies and procedures and legal and regulatory requirements. * To continue to develop knowledge and practice by actively participating in learning opportunities through team meetings, regular supervision, appraisals and appropriate training in line with organisational policy and procedure. * To maintain clear and up to date records, preparing reports and correspondence as appropriate in accordance with Care & Repair policies and procedures as required for the local and/or contractual requirements in respect of service user confidentiality and ensuring compliance with the Data Protection Regulations 2018. * Ensure the maintenance of accurate recording systems utilising the Care & Repair Group IT systems and ensuring that database monitoring requirements are met. * Remain up-to-date and compliant with all organisational procedures policies and professional codes of conduct and uphold standards of best practice. * Work within Care & Repair Group Codes of Practice. * To attend meetings outside working hours as required. * Maintain confidentiality in relation to service users, employees, volunteers and projects. * Any other duties as required by your Line Manager or members of the Senior Management Team. | |
| **Key Measures of Performance:**   * To visit clients as requested and prepare schedules for building or adaptation works required. * To achieve a minimum of 360 Initial Technical visits per year. * To ensure that processes for all service areas are adhered to. * Ensuring all information is recorded timely on our internal systems to assist management to report appropriately. * To ensure contracts are in line with legal obligations. * To ensure all The Construction (Design and Management) Regulations 2015 documentation is in place prior to works commencing. * To ensure a final site visit is completed and works signed off ensuring work is completed high standards and to the satisfactory of the client. * To attend Technical Team meetings – usually once a quarter. * To attend 4 support and supervision meetings per year. * To attend national & local training as requested. * To remove computerised and paper files annually in line with the Agency Data Retention Policy. * To ensure the Advice Quality Standards manual is adhered to. * To ensure Trusted Charity Standards are adhered to. * To endeavour to resolve clients concerns informally and swiftly. * To ensure any delays relating to contractor performance that will impact on client services is fed back to the Operations & Compliance Manager. * To attend events and networking at the request of the Operations & Compliance Manager or partners (these will be allocated based on area and caseload activity). * Maintaining accurate records of all client interactions, adhering to professionalism, commercial confidentiality and GDPR. * To ensure that Agency Agreements, Contracts and any other relevant authorisation forms are signed before agency intervention.   *This job description is indicative of the range of current duties and responsibilities of the post, it is not comprehensive. It is inevitable that the duties will change as the role develops, and it is essential, therefore, that it should be regarded with a degree of flexibility, so that changing needs and circumstances can be met, all changes will be discussed fully.*  *It is the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way and tasks which are not specifically covered in their job description may have to be undertaken.* | |

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| **Person Specification** |

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| **ESSENTIAL**   * HND/HNC in a construction related field, or an appropriate level of skill and experience in construction. * Experience of drawing up detailed specifications, schedules of work and producing tender documentation. * Experience in the surveying and preparation of schemes of improvement, adaptation & repair for privately owned residential properties using appropriate specifications and schedules of work. * Experience of analysing technical and financial information and making sound judgements. * Experience of project and contractual performance management. * Experience of identifying and addressing risk factors in relation to keeping people safe, warm and secure in their own homes. * Experience of working in partnership and fostering good external relationships. * A sound and demonstrable knowledge of good building practises applicable to domestic renovation and adaptation. * Knowledge of current CDM Regulations, health & safety and related regulations and how they apply to this area of work. * A good knowledge of Planning & Building regulations requirements and party wall legislation. * A good understanding of the cause and remedy of disrepair. * Ability to read and understand detailed plans. * Experience with managing and supervising and instructing contractors during both the pre-contract and construction phase of a contract. * Experience working with other building professionals such as local Planning Officers, Building Control Surveyors, Structural Engineers etc. * Good computer skills, including word processing, databases, spreadsheets, internet and software packages. * A flexible approach to work and ability to act on own initiative. * Good interpersonal and written and verbal communication skills. * A commitment to customer care and providing a high-quality service. * Good organisational skills, the ability to prioritise workloads and work to deadlines. * Own transport and clean driving license. * Time management skills. * Professionalism. * Understanding of the needs of older people and disabled people. * Ability to work as part of a team. * Good verbal and written communication skills, including report writing. * Awareness of equal opportunities and commitment to work in a non-discriminatory way. * Competency in Information Technology including internet and software packages. * Ability to manage work effectively. * Ability to work independently and proactively, with the ability to consult wherever necessary. * Ability to complete work on own initiative. * Understanding of confidentiality. * Ability to represent the organisation professionally. * Ability to sensitively negotiate solutions to problems arising during building works between vulnerable clients, builders and others. * Ability to challenge poor performance and sub-standard workmanship. * Commitment to Care & Repair Group’s mission, vision and values. * Openness, honesty, integrity and credibility. * The post holder will be required to meet the requirements for a satisfactory safeguarding check. * Willingness to work flexible hours.   **DESIRABLE**   * Ability to speak Welsh. * Ability to use AutoCAD software. * Knowledge of the Disabled Facilities grant process. |

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| **CARE & REPAIR** **APPLICATION FOR EMPLOYMENT** | | | | | | | | | | | | |  | | |
| Thank you for applying to Care & Repair Group for employment.  Please read this application form carefully and complete **ALL** sections.  We wish you every success with your application. | | | | | | | | | | | | | | | |
| Please complete in **BLOCK CAPITALS** with black ink. | | | | | | | | | | | | | | | |
| **POSITION APPLIED FOR** | | | | | | | | | | | | | | | |
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| Job Title: | |  | | Applicant Reference Number (office use): | | | | | |  | | | | | |
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| How did you hear of this vacancy? (Include date): | | | | ­­­­ | | | | | | | | | | | |
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| **PERSONAL DETAILS** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Full Name: Mr/Mrs/Miss/Ms | | | ­ | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Address: | | | | Home No: | | | | | |  | | | | | |
|  | | | | | |  | | | | | |
| Mobile No: | | | | | |  | | | | | |
|  | | | | | |  | | | | | |
| Business No: | | | | | |  | | | | | |
|  | | | | | |  | | | | | |
| Email: | | | | | |  | | | | | |
|  | | | |  | | | | | |  | | | | | |
| Postcode: | | | | N.I. Number: | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | |
| Can we contact you at work? | | | | | | Yes | |  | | | | No | |  | |
|  | | | | | | | | | | | | | | | |
| Do you need a permit to take up employment in the UK? | | | | | | Yes | |  | | | | No | |  | |
| Are there any restrictions on your right to work in the UK?  If **yes**, please state restrictions and the expiry date of any permissions | | | | | | Yes | |  | | | | No | |  | |
| **Do you have a current full driving licence?** | | | | | | | Yes | |  | | No | | | |  |
| **Please give details of any endorsements:** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Are you willing to work overtime and weekends when required? | | | | | | | Yes | |  | | No | | | |  |
| Please indicate your level of competency in the following languages: | | | | | | | | | | | | | | | |
| English | Speaking: | | | | Writing: | | | | | | | | | | |
| Welsh | Speaking: | | | | Writing: | | | | | | | | | | |
| Other | Speaking: | | | | Writing: | | | | | | | | | | |

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| **REHABILITATION OF OFFENDERS ACT 1974** | | | | |
| **The Exception Order 1995 requires disclosure of ‘spent’ convictions if you are applying to work within Finance, Care or with Young People under the age of 18.**  **If you inadvertently disclose a conviction, which is regarded as “spent”, it will be ignored.** | | | | |
| **Have you ever been convicted of a criminal offence?** | **Yes** | | **No** | |
| If yes, please give details on a separate sheet, with your name at the top. Please put the information into an envelope marked Private and Confidential Disclosure and with your name on the outside of the envelope. The information will only be considered if an offer of employment is made. Otherwise the information will be destroyed. | | | | |
| **ASYLUM AND IMMIGRATION ACT 1996** | | | | |
| Under the terms of the Asylum and Immigration Act 1996 the Agency can only employ people who are entitled to work in the UK. In observing this Act the Agency will need to see a document which confirms this entitlement before employment starts. It would also be helpful if you confirm entitlement at this stage.  Shortlisted Candidates will be required to bring evidence of their eligibility to work in the UK to interview. | | | | |
| **DISCLOSURE AND BARRING SERVICE (DBS)** | | | | |
| **Please confirm that you agree to the undergoing an Enhanced Disclosure & Barring Service check under the Police Act 1997 (Criminal Records) (Amendment) Regulations 2013.** | | | | |
| **I can confirm that I agree to undergo a DBS check if I am offered employment.** | | **Yes** | | **No** |
| **I can confirm that I understand that if I fail to disclose a conviction, caution or bind over or other relevant information an offer of employment may be withdrawn or could result in my being summarily dismissed if a discrepancy comes to light after my appointment.** | | **Yes** | | **No** |

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| **DISABILITIES** |
| Do you require any special arrangements to be made for your [interview/ assessment test] on account of a disability? If yes, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your [interview/assessment test] and thus meet our obligations under the Equality Act 2010: |
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| **PERSONAL STATEMENT** |
| Please tell us about you and why you are interested in the role? |
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| **EDUCATION AND QUALIFICATIONS**  *Please give details of examinations attempted and results (including any examinations failed)*  *Put the most recent first.* | | | | | | | | | | |
| **Name and address of Institution** | **Dates** | | | **Subject/Course studied** | | | | | **Result/Grade** | |
| **From** | | **To** |
|  |  | |  |  | | | | |  | |
| **EMPLOYMENT HISTORY**  *Please detail your previous employment beginning with your present or last employer and work backwards.* | | | | | | | | | | |
| **Name and address of Employer** | **Dates** | | | **Position held & outline of main duties** | | **Salary** | **Reason for leaving** | | | |
| **From** | | **To** |
|  |  | |  |  | |  |  | | | |
| **EXPERIENCE, SKILLS AND RELEVANT TRAINING**  Please detail any additional training relevant to the post. | | | | | | | | | | |
| Subject/Course | | | Year | | | Name of Training Provider | | | Level | |
|  | | |  | | |  | | |  | |
| **MEMBERSHIP OF PROFESSIONAL INSTITUTES** | | | | | | | | | | |
| Name of Institute | | | Current Status | | | Date Awarded | | | | |
|  | | |  | | |  | | | | |
| **GENERAL INFORMATION** | | | | | | | | | | |
| Do you have any voluntary work, public service commitments or any relevant experience, which you wish to draw to our attention? | | | | | | | | | | |
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| Do you have any private business commitments? If so, please provide a brief description. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Do you own a car?** | | | | | Yes | | | | | No | | | | |
| **Please describe your IT experiences and competencies; explain which programmes you are familiar with.** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Are you known or related to any Board member, employee or a contractor that works for Care & Repair?** | | | | | | | | **Yes** | | | | **No** | | |
| **If yes, please give details:** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **References**  Please provide details of your present or most recent employer. Please state if you do not wish your current employer to be approached prior to the post being offered. | | | | | | | | | | | | | | |
| 1. | | | | | | 2. | | | | | | | | |
| |  | | --- | | May references be taken up before interview? Yes No | | **NOTICE** | | How many weeks’ notice is required by present employer? | | | | | | | | | | | | | | | |
| **DECLARATION OF APPLICANT**  I confirm that the above information is correct.  I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.  I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties, such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and, if successful, the information will be used to form my personnel record and will be retained for the duration of my employment and as long as is deemed necessary thereafter. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary for the purpose of recruitment and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.  **Declaration – I declare that the information given in this application is to the best of my knowledge complete and correct.** | | | | | | | | | | | | | | |
| Signed: |  | | | | | | | | Date: | |  | | | |
| **Note**: Please return this form (preferably by email) to: [admin@candrwb.co.uk](mailto:admin@candrwb.co.uk)  Or by post to:- Business & Finance Officer, Care & Repair Western Bay, Llys Tawe Complex, Players Industrial Estate, Clydach, Swansea, SA6 5BQ  Note: Data collected on this form will be processed in line with the Organisation’s Data Protection Policy and retained in line with the Organisation’s Retention and Disposal Policy, in line with the GDPR. | | | | | | | | | | | | | | |
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| **FOR OFFICE USE ONLY – INTERVIEW RECORD** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Interviewed by: | | |  | | | Date | | | | | | |  | |
|  | | | | | | | | | | | | | | |
| Interviewer’s report and reasons for decision as indicated below: | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Decision: (tick as applicable) | | | | Reject | | | Further Interview | | | | | | | Accept |
|  | | | | | | | | | | | | | | |
| Rejection letter sent: | | | |  | | | | | | | | | | |
| **APPOINTMENT RECORD**  (To be completed where there has been an offer of employment) | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| CONDITIONAL OFFER LETTER: | | | | | | REQUESTS FOR REFERENCES: | | | | | | | | |
| Date Sent: | |  | | | | Date Sent: | | | | | | |  | |
| Response: | |  | | | | Response: | | | | | | |  | |
| Acceptance / Refusal / No Reply | | | | | | Good /Satisfactory /No Reply/Suspect/Unsuitable | | | | | | | | |

# JOB APPLICANT PRIVACY NOTICE

**Data controller: Care and Repair Western Bay** (‘the Employer’)

As part of any recruitment process, the Employer collects and processes personal data relating to job applicants. The Employer is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information does the Employer collect?**

The Employer collects 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;
* information about your current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which the Employer needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK.
* equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.]

The Employer may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is 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).

**Why does the Employer process personal data?**

The Employer needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the Employer needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Employer 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 the Employer to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Employer may also need to process data from job applicants to respond to and defend against legal claims.

Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

The Employer may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Employer processes such information to carry out its obligations and exercise specific rights in relation to employment.

For all roles, the Employer is obliged to seek information about criminal convictions and offences. Where the Employer seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and Board Members.

The Employer will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Employer will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Employer will not transfer your data outside the European Economic Area.

**How does the Employer protect data?**

The Employer takes the security of your data seriously. It has 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 in the proper performance of their duties.

**For how long does the Employer keep data?**

If your application for employment is unsuccessful, the Employer will not hold your data on file after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

**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 the Employer to change incorrect or incomplete data;
* require the Employer to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
* object to the processing of your data where the Employer is relying on its legitimate interests as the legal ground for processing.
* ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Emma Tweed, 01792 798599, emma@candrwb.co.uk

If you believe that the Employer has not complied with your data protection rights, you can complain to the Information Commissioner. You can do this by contacting the Information Commissioner’s Office directly. Full contact details including a helpline number can be found on the Information Commissioner’s Office website (www.ico.org.uk). This website has further information on your rights and our obligations.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Employer during the recruitment process. However, if you do not provide the information, the Employer 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**

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

**Declaration:**

* I confirm that I have read and understood the information contained in the Candidate Privacy Notice.
* I confirm that I consent to the use of my personal information as outlined in the Candidate Privacy Notice.

Name (capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_