**CONFIDENTIAL**

**Equal Opportunities Monitoring and Declaration of Interests Form**

The equal opportunities information provided on this form is not used to select applicants and all applicants are judged only on their ability to carry out the post for which they are applying. To monitor the effectiveness of our Equal Opportunities Policy, we record the gender, ethnic origin, marital status and any disability of people who apply to work with Two Saints. To enable us to do this, we would be grateful if you could complete this form.

The information that you provide will be kept secure and separate from your application. Only the declaration of interests will be made available to the selection panel.

If you do not wish to answer the equal opportunities and monitoring questions from 2 to 5, your application will not be affected in any way. All applicants are required to respond to the declaration of interests questions 1 and 6.

**1. Applicant’s Details**

|  |  |
| --- | --- |
| **Name** | **Age** |
|  |  |
| **Post applied for**  | **Gender**  |
|  |  |

**2. Marital Status**

**What is your marital status?** *(please tick):*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Single** | **Married** | **Living with partner** | **Divorced** | **Separated** | **Widowed** |
|  |  |  |  |  |  |

**3. Ethnic Origin**

**Do you consider yourself to be** *(please tick):*

|  |  |  |  |
| --- | --- | --- | --- |
| **Black** | **White** | **Mixed** | **Other (please specify** |
|  |  |  |  |

**Would you describe your ethnic origin as** *(please tick):*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bangladeshi** | **Black African** | **Black Caribbean** | **Black other** | **Chinese** | **Indian** | **Pakistani** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **British/ European** | **Other Asian** | **Other (Please specify)** |
|  |  |  |

**4. Disability**

**Do you have a disability or any special needs?**

|  |  |  |
| --- | --- | --- |
|  **Yes** |  **No** | **If yes please give details:** |
|  |  |  |

**5. Advertisement**

**Where did you hear about this vacancy? (***please tick)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Two Saints website** | **Forest HR website** | **The Guardian website** | **Other (please specify)** | **Other****(please specify)** |
|  |  |  |  |  |

**6. Declaration of Interests**

|  |  |  |
| --- | --- | --- |
| **Are you a close relative\* of a:**  | **Yes** | **No** |
| * Board member?
* Member of staff?
* Member or employee of Two Saints

*If* ***Yes****, please provide their name and relationship to you.* |  |  |
| **Do you, or a close relative (see below guidance), occupy a property which is owned or managed by Two Saints?**  | **Yes** | **No** |
| *If* ***Yes****, and you are not the named tenant or leaseholder please specify the basis of the occupation of the property.* |  |  |
| **Are you a fit and proper person to become a member of the board?****The HMRC declaration requires that you are/have not been:**  | **Yes** | **No** |
| * Disqualified from acting as a charity trustee
* Convicted of an offence involving deception or dishonesty (or any such conviction that is legally regarded as spent)
* Involved in tax fraud
* An undischarged bankrupt in compositions or arrangements with your creditors from which you have not been discharged removed from serving as a charity trustee, or been stopped from acting in a management capacity within a charity disqualified from serving as a company director
* Are there any other circumstances that may have a bearing on your potential membership of the Board that Two Saints should be aware of?

*Yes, I can sign an unqualified declaration* |  |  |

*A close relative includes someone’s husband, wife, partner, parents, grandparents, children, grandchildren, brothers, sisters, and similar relations by marriage also count as ‘close’.*

Failure to make proper disclosure may invalidate any appointment.

By signing this form, I give consent for my personal data contained on this form to be processed for the purpose of my application to Two Saints and for relevant associated monitoring purposes.

Signed:

Date:

##

**PRIVACY NOTICE FOR RECRUITMENT APPLICANTS**

**ISSUE DATE: NOVEMBER 2018**

## **Overview**

Forest HR Limited (“we” or “us”) is a data controller for the purposes of managing data associated with your application. We take very seriously our obligation to data protection and data privacy. We are committed to being transparent about how we collect and use personal data and to our responsibilities as set out in the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We are committed to ensuring that your information is secure, accurate and relevant. To prevent unauthorised access or disclosure, we have implemented suitable physical, electronic, and managerial procedures to safeguard and secure personal data we hold. We have a comprehensive data security policy which is available on request and we have our systems regularly audited.

## **Introduction**

We provide this notice to describe how we handle the personal information that we collect from those who are applying for roles (collectively referred to as “you”) with our clients. This notice sets out the personal data we collect and process, the purposes of the processing and the rights that you have in connection with it.

## **Types of personal data we collect**

We work with many clients to support their recruitment to a range of roles including permanent, temporary and non-executive posts. As part of the recruitment application, shortlisting and selection process we may collect and process personal data about you.

The types of personal information we may process include, but are not limited to:

* Identification data – such as your name, former names, gender, photograph, date of birth and nationality
* Contact details – such as home and business address, telephone/email addresses, emergency contact details
* Employment/Directorship details – such as your current and previous occupations, any directorships or trusteeships, actual or potential conflicts of interest.
* Board memberships details and any other posts held
* Background information – such as academic/professional qualifications, education, skills and experience, CV, criminal records data (for vetting purposes, where permissible and in accordance with applicable law), immigration status, references
* Next of kin & dependents information, marital status
* Financial information – such remuneration
* Equal opportunities information – on forms to inform our clients’ equal opportunities moniroting.

Sensitive personal data as defined by GDPR is any information that reveals your racial or ethnic origin, religious, political or philosophical beliefs, genetic data, biometric data for the purposes of unique identification, trade union membership, or information about your health/sex life. We process sensitive personal data for the purposes of equal opportunities monitoring on behalf of our clients when working with them to support recruitment activities. This data will only be collected with your express consent, which can be withdrawn at any time.

## **Purposes for processing personal data**

### **Recruitment**

If you are applying for a position we collect and use personal data for recruitment purposes – in particular, to help our clients to determine your suitability for the role. This includes assessing your skills, and qualifications, verifying your information, carrying out reference checks or background checks and to generally manage the recruitment process and communicate with you.

If you are successfully appointed, the data collected during the recruitment process will form part of your ongoing reemployment ecord.

###

### **Legitimate purposes**

We will collect and use personal information when it is necessary for other legitimate purposes, such as to help us conduct our business in connection with the specific recruitment and post you have applied for more effectively and efficiently.

We may also process your personal information to investigate violations of law or breaches of our own or Two Saints’ internal policies.

## **Legal basis for processing personal data**

Our legal basis for collecting and using the personal data described above will depend on the personal data concerned and the way we collect it. We will normally collect personal data from you where it is necessary where you have freely given consent, or where the processing is in our legitimate interest and this interest does not infringe your own interests or fundamental rights and freedoms.

Any processing based on consent will be made clear to you at the time of collection or use – consent can be withdrawn at any time by contacting the Forest HR Executive Assistant, Heather Taylor.

## **Who we share your personal data with**

The information that you provide will be shared with Two Saints in connection with the vacancy that you have applied for.

### **Transfers to third-party service providers**

Any personal data disclosed to third parties will be on lawful grounds, including:

* In response to lawful requests by public authorities (including for national security or law enforcement purposes)
* As necessary to establish, exercise or defend against potential, threatened or actual litigation
* In connection with the sale, assignment or other transfer of all or part of our business; or
* With your freely given and explicit consent.

## **Data retention**

Personal data will be stored in accordance with applicable laws and kept for as long as needed to carry out the purposes described in this notice or as otherwise required by law.

## **Your rights**

You may exercise the rights available to you under data protection law as follows:

* The right to be informed.
* The right of access.
* The right to rectification.
* The right to erasure.
* The right to restrict processing.
* The right to data portability.
* The right to object.
* Rights in relation to automated decision making and profiling.

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws. You can read more about these rights at:

<https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

To exercise any of these rights, please contact the Heather Taylor, Executive Assistant, Forest HR.

## **Issues and complaints**

We try to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner’s Office in their capacity as the statutory body which oversees data protection law – [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

## **Contact details**

Please address any questions or requests relating to this notice to the Forest HR Executive Assistant, Heather Taylor: heather@foresthr.co.uk.