

Privacy Policy for Personal Assistants using PA Jobs and PA Finder Services

This information sheet explains what data we collect about you and how we use and store this in line with UK data protection law.

Data we collect and hold about you

To be able to provide a PA recruitment service for people with disabilities, we need to know certain pieces of information about you.

This information is primarily collected on the PA Job Application Form or the PA Finder Application form and includes:

- Your personal details including name, address, date of birth, telephone number and email address.
- Driving licence details and information about use of a vehicle if this may be part of a job
- Information about previous work experience including employment details and references

- Information about your education, qualifications and training.
- Information about your skills, interests and experience that you have
- Declaration of any caution or criminal convictions you have and any sentence received

Security of data we hold

We store data on an electronic database. All data held is secure and access is restricted to appropriate Penderels Trust staff. It is encrypted against unauthorised access.

Any paper copies of data are kept in a locked cabinet with restricted key access.

Sharing data we hold

We will only share your data if necessary to provide a PA recruitment service to

you or it is required by law. We will never share your data with a third party for marketing purposes. We may share your data with:

- The employer who is advertising the job on PA Jobs.
- Employers who are using the PA Finder register to recruit a PA (all employers have to use a unique password issued by Penderels Trust to access the register).
- The local authority which has contracted with us to provide a PA recruitment service.
- The local authority safeguarding team (in relation to a specific safeguarding issue).
- The police (in relation to a criminal investigation).

Keeping data

For PA Job applications, we will delete your information within **six months** of the closing date. We will advise the employer who is advertising the job to destroy the application forms for all unsuccessful applicants as soon as the job is filled.

If you are recruited for the job, they will keep your application as part of your employment record.

For PA Finder, this information will be kept for as long as your details are held on the PA Finder online register. We will email you every three months to ask you to check your details and update them if necessary.

You are required to respond to this email as a condition of using this service. This is to ensure your information is accurate at all times.

You can ask us to remove you from the register at any time.

Sending information to you

If you are registered on PAFinder or on the PA Community Centre website, we may send you relevant information from time-to-time via email.

You can ask us to remove you from our mailing list if you would prefer not to receive this information.

If you have applied for a job via PA Jobs, we will only send you information in relation to that specific role on behalf of the employer.

Accessing your data

You have a right to ask to see the data we hold on you.

Both PA Jobs and PA Finder are online services and you can access, amend and delete your information at any time using your personal login details.

Contact

You can also download more information from our website:
www.penderelstrust.org.uk/dataprotection

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If you would like this information in a different format, please contact us and we will do our best to meet your requirements.