



# Privacy Notice for Applicants and Candidates

## 1. What is the purpose of this document?

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Aston Villa Football Club Limited, Aston Villa FC Limited and Aston Villa Foundation (together “the Club”) is committed to being transparent about how it collects and uses your personal information and how the Club protects the privacy and security of your data.

This privacy notice describes what information the Club collects during the Club’s application and recruitment processes, why the Club collects it, how the Club uses that information, how and where the information is stored, and how to access and update that information.

The Club is a "data controller". This means that the Club is responsible for deciding how it holds and uses personal information about you as part of any recruitment process. The Club is required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to all applicants and candidates and does not form part of any contract of employment or other contract to provide services. The Club may update this notice at any time but if the Club does so, it will provide you with an updated copy of this notice as soon as reasonably practical.

It is important that you read and retain this notice, together with any other privacy notice the Club may provide on specific occasions when the Club is collecting or processing personal information about you, so that you are aware of how and why the Club is using such information and what your rights are under the data protection legislation.

## 2. What information does the Club collect?

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The Club will comply with data protection law and will collect a range of information about you. This may include:

- Your name, address, date of birth and contact details, including email address and telephone number.
- Details of your qualifications, skills, experience and employment history.
- Your photograph or image (where provided as part of your application or CV)
- Information about your current level of remuneration including benefit entitlements.
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the UK including copies of right to work documentation, immigration documentation, copies of passports, Visas, visa stamps, copies of Biometric Card, references and other information included in a CV or cover letter or as part of the application process.
- Equal opportunities monitoring information, which may include information about your age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, (which includes ethnic origin, colour, nationality, national origin), religion or belief, sex (gender) and sexual orientation.
- Information about criminal convictions and offences.
- Any other information you provide to us at interview.

## 3. How is your personal information collected?

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The Club collects this information in a variety of ways throughout the application and recruitment process, either directly from you, through referral or sometimes from an employment agency or background check provider. Data might be contained in CV's, application forms, obtained from your

passport or other identity documents, or collected through interviews or other forms of assessment which might include online tests.

The Club may also collect personal data about you from third parties, such as references supplied by former employers, information from background check and criminal records check providers. The Club will only seek information from third parties once a job offer to you has been made.

#### **4. Automated Decision-Making**

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The Club does not currently operate any automated decision-making in relation to your application for employment.

#### **5. Why does the Club process personal data?**

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

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

The Club may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics for equal opportunities monitoring. The Club may also process health information if the Club needs to make reasonable adjustments to the recruitment process for applicants who have a disability. The Club processes such information to carry out the Club's obligations and exercise specific rights in relation to employment.

The Club may collect and process information during the recruitment process about criminal convictions if it is appropriate given the nature of your role and where the Club is legally able to do so. This will usually be where such processing is necessary to carry out the Club's legal obligations or exercise rights in connection with employment (to assess your suitability for your appointment to the role with the Club) and provided the Club does so in line with the Club's Criminal Records Policy, which has appropriate safeguards which are required to maintain when processing such data. Less commonly, the Club may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

The Club will not use your data for any purposes other than the recruitment exercise for which you have applied.

#### **6. Who has access to data?**

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Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area involved with the recruitment of that vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Club will not share your data with third parties, unless your application for employment is successful and the Club makes you an offer of employment. The Club will then share your data with former employers to obtain references for you, and contact employment background check providers to obtain necessary background checks if required. Should the role you have been successfully appointed to

require a Disclosure and Barring check, the Club will contact the Disclosure and Barring Service (DBS) in order to carry out any criminal record checks.

## **7. What if you do not provide personal data?**

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You are under no statutory or contractual obligation to provide data to the Club during the recruitment process. However, if you do not provide the information, the Club may not be able to process your application properly or at all (for example, the requirement to provide recruiting line managers with your details of employment history, work experience, qualifications etc in order to shortlist for interviews against the vacant post requirements).

## **8. Right to Withdraw Consent**

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In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for the recruitment or selection process or for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

To withdraw your consent, please contact the Human Resources Department. Once the Club has received notification that you have withdrawn your consent, the Club will no longer process your application for the original purpose or purposes you agreed to, unless the Club has another legitimate basis for doing so in law. Subject to the Club's retention policy, the Club will dispose of your personal data securely.

## **9. Data Sharing**

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The Club may have to share your data with third parties, including third-party service providers (for example, payroll and benefit administration) and other entities in the wider Aston Villa Football Club and Recon Group. The Club require all third parties to respect the security and confidentiality of your data and to treat it in accordance with the law. The Club does not allow its third-party service providers to use your personal data for their own purposes. The Club will only permit them to process your personal data for specified purposes and in accordance with its instructions. The Club may transfer your personal information outside the EU. If the Club does so, you can expect a similar degree of protection in respect of your personal information.

The Club may share your personal data with other entities in its group as part of its regular reporting activities on Club performance, in the context of a Club reorganisation or restructuring exercise, for system maintenance support and hosting of data. Specifically, the Club may share the personal data it collects about you with its parent company based in China. To ensure that your personal data receives an adequate level of protection, the Club has put in place a data transfer agreement with its parent company to ensure that your personal data is treated in a way that is consistent with and that respects the EU and UK laws on data protection.

## **10. How does the Club protect data?**

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The Club's IT Department have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, the Club limits access to your personal information to those employees, agents, consultants and other third parties who have a business need to know basis. They will only process your personal information on the Club's instructions and they are subject to a duty of confidentiality.

The Club has put in place procedures to deal with any data security breach and will notify you and any applicable regulator of a suspected breach where the Club is legally required to do so.

## **11. Data Retention – How long will you use my information for?**

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If your application for employment is unsuccessful, the Club will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of this 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 personal HR file and retained during your employment. The periods for which your data will be held will be provided to you in a separate Employee Privacy Notice.

The Club has in place a Data Retention Policy that sets out recommended data retention periods.

## 12. Rights of Access, Correction, Erasure, and Restriction

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As a data subject, you have a number of rights. You can:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information the Club holds about you and to check that the Club is lawfully processing it.
- **Request correction** of the personal information that the Club holds about you. This enables you to have any incomplete or inaccurate information the Club holds about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where the Club is relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where the Club is processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that the Club transfers a copy of your personal information to another party, please contact the Club's Legal Department ([dpo@avfc.co.uk](mailto:dpo@avfc.co.uk)) in writing.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, the Club may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, the Club may refuse to comply with the request in such circumstances.

The Club may need to request specific information from you to help us confirm your identity, to ensure your right to access the information (or to exercise any of your other rights), and to ensure it is not disclosed to any person who has no right to receive it.

## 13. Data Protection Officer

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The Club's Legal Department ([dpo@avfc.co.uk](mailto:dpo@avfc.co.uk)) will oversee compliance with this privacy notice. If you have any questions about this privacy notice or how the Club handles your personal information, please contact the Club's Legal Department. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

## 14. Changes to this Privacy Notice

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The Club reserves the right to update this privacy notice at any time, and the Club will provide you with a new privacy notice when the Club makes any substantial updates (should this take place when you have a live application progressing through the Club's recruitment process only). The Club may also notify you in other ways from time to time about the processing of your personal information.

May 2018