Job Applicant Privacy Notice

Last Updated: October 2026
Charity Name: The Mix Stowmarket Ltd.
Registered Charity Number: 1149539
Data Controller: The Mix Stowmarket Ltd.

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1. Who We Are

The Mix Stowmarket Ltd. is the "data controller". This means we decide how and why we process the personal data you give us during the job application process.

2. What Personal Data We Collect

We collect and process the following categories of information:

- **Personal & Contact Details:** Name, title, address, telephone number, personal email address, and date of birth.
- **Application Information:** CV, cover letter, employment history, qualifications, skills, and training records.
- **Right to Work & Identification:** Passports, work visas, or other documentation proving your eligibility to work in the UK.
- **Special Category & Sensitive Data (where applicable for youth work):**
    - **Criminal Convictions & DBS Checks:** Disclosure and Barring Service (DBS) check results, as our work involves regulated activity with children and young people.
    - **Health & Medical Information:** Sickness records or details of any reasonable adjustments needed during the interview process.
    - For roles involving work with children, young people or adults at risk, a **proportionate online search** may be carried out for shortlisted candidates. Only role-related safeguarding, conduct or reputational concerns should be considered.
    - **Equality Monitoring Data:** Optional information regarding race, ethnicity, religion, or sexual orientation collected anonymously for diversity monitoring.
    - **Workplace Monitoring Data**, CCTV Footage: visual images and video recordings captured by our closed-circuit television (CCTV) cameras located on The Mix Stowmarket Ltd. premises at 127 Ipswich Street.

3. How We Collect Your Data

We collect this data directly from you via application forms, CVs, and interviews. We may also collect data from third parties, such as:

- Recruitment agencies
- Previous employers or designated referees

- The Disclosure and Barring Service (DBS)

4. Why We Use Your Data (Legal Bases)

We process your personal data under the following legal bases:

- **Pre-contractual steps:** To assess your suitability for the role and manage the recruitment process.
- **Legal obligations:** To verify your right to work in the UK and carry out mandatory safer recruitment/DBS checks for youth-facing roles.
- **Legitimate interests:** To keep records of our hiring process, communicate with you, and defend against potential legal claims.
- **Public interest / Safeguarding:** Ensuring the safety and protection of children and young people who use our services.
- **Legitimate Interests (Article 6(1)(f)) Security and Crime Prevention:** we use CCTV surveillance for specific, limited purposes, to protect company property, assets, and premises from theft, vandalism, or unauthorised entry. **Health and Safety**: to ensure the personal safety of employees, visitors, and contractors on site. **Incident Investigation**: to provide evidence in the event of an accident, security breach, or internal disciplinary matter. We display signs to state that CCTV cameras are in use, and the cameras are never placed in private zones such as toilets, or changing rooms.

5. Who Has Access to Your Data

Your information is shared strictly on a need-to-know basis:

- The HR Coordinator, Internal hiring managers, interview panel members (staff and Trustees of The Mix) and youth panels (when actively involved in the interview process).
- Third-party service providers (e.g., HR/recruitment software platforms, DBS check providers).
- Regulatory or law enforcement bodies if legally required.
- Software support companies – to provide specialist support and resolve issues with the software that we run, for example the systems we use to store and manage your recruitment progression.
- The Disclosure and Barring Service ("DBS") of the DBS Update Service – to run role-specific DBS checks
- Referees - to confirm character and employment details.

International Data Transfers: We store and process your personal data within the United Kingdom and the European Economic Area (EEA). We take appropriate technical and organisational measures to protect your personal data in accordance with applicable data protection laws, including the UK GDPR.

6. How Long We Keep Your Data

- **Unsuccessful applicants:** We typically retain your application data for **up to 3 months** after the recruitment campaign ends, in case similar roles arise or to deal with legal queries, after which it is securely deleted or shredded. *(Note: You can request deletion sooner or ask us to keep it on file longer with explicit consent).*

- **Successful applicants:** Your recruitment file transfers to your employee personnel file, governed by our staff privacy notice.

7. Your Data Protection Rights

Under UK GDPR, you have the right to:

- **Access** a copy of the personal data we hold about you (Subject Access Request).
- **Rectify** inaccurate or incomplete data.
- **Erasure** ("right to be forgotten") in certain circumstances.
- **Restrict or object** to processing based on legitimate interests.
- **Withdraw consent** at any time (where processing relies on consent, such as media/photos).

To exercise these rights, contact us at:

- **Email:** hello@themixstowmarket.co.uk
- **Address:** The Mix Stowmarket, 127 Ipswich Street, Stowmarket, Suffolk, IP14 1BB.

If you are unhappy with how we handle your data, you have the right to complain to the **Information Commissioner's Office (ICO)** via ico.org.uk or by calling 0303 123 1113.