

## **Prison Radio Association – Privacy Notice (Recruitment)**

If you work for us, this Privacy Notice explains how we use your personal information, and what rights you have.



**This Privacy Notice will take about 5-10 minutes to read.**

**We may change how we work or use your personal information, and update this notice at any time. We will tell you about important changes.**

If you have any questions, please contact Abbey Darling, Data Protection Lead via [privacy@prison.radio](mailto:privacy@prison.radio) or write to us at:

FAO: Data Protection Lead  
Prison Radio Association  
HMP Brixton  
London  
SW2 5XF



### **Prison Radio Association is responsible for your information**

PRA is the data controller of your personal information.

This means we are responsible for deciding how to use your personal information, and treating it carefully.



## What information do we collect, and why do we use it?

We collect personal information about you. This might include sensitive information or criminal information.

**Sensitive information** includes information about your: health, ethnicity or race.

Information about your ethnicity and race will be collected as part of our diversity monitoring, but it will always be stored anonymously.

The law doesn't include gender identity as sensitive, but PRA treats this information with special care.

**Criminal information** means information about your criminal convictions or cases.

### *Criminal information from you*

If you are offered a role with the PRA, you may be required to share information about your criminal conviction(s) but we will only ask this information from you if it is directly relevant for your role. We do not require you to disclose this information at application or interview stage.

If your role requires you to work inside prisons, you will need to undergo Level 1 HMPPS Enhanced Vetting. You will be required to declare any criminal convictions during this process.

What PRA does	What information we collect	How we use your information	Why we are allowed to use it
<b>Speaking with you or writing to you</b>	<ul style="list-style-type: none"> <li>• Full name</li> <li>• Email Address</li> <li>• Home Address</li> <li>• Mobile number</li> </ul>	<ul style="list-style-type: none"> <li>• to conduct vital business processes</li> <li>• to speak with you (in person or on the phone) and write to you</li> <li>• to conduct interviews with you</li> </ul>	<ul style="list-style-type: none"> <li>• to enter into an agreement with you</li> </ul>
<b>Shortlisting applications</b>	<ul style="list-style-type: none"> <li>• Full name</li> <li>• Application reference number (linked to your name)</li> <li>• Employment History</li> <li>• Qualifications/ training</li> <li>• Your image/likeness or recordings of your voice  (this will only be required if the application involves submitting a portfolio of work or a video application)</li> </ul>	<ul style="list-style-type: none"> <li>• to enter into agreement(s) with you</li> <li>• to keep accurate HR records</li> <li>• to comply with regulators or auditors, including sharing personal information</li> </ul>	<ul style="list-style-type: none"> <li>• to enter into an agreement with you</li> <li>• to comply with applicable law and regulatory requirements</li> </ul>

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<b>Conducting reference checks</b>	<ul style="list-style-type: none"> <li>• Employment history</li> </ul>	<ul style="list-style-type: none"> <li>• to keep accurate HR records</li> <li>• to ensure we choose suitable candidates for the role</li> <li>• to comply with regulators or auditors</li> </ul>	<ul style="list-style-type: none"> <li>• we have an agreement with you</li> <li>• to comply with applicable law and regulatory requirements</li> </ul>
<b>Monitoring company diversity</b>	<ul style="list-style-type: none"> <li>• Race/ ethnicity</li> <li>• Sexuality</li> </ul> <p>(this will always be stored anonymously whenever possible and is only given with explicit consent)</p>	<ul style="list-style-type: none"> <li>• to track the diversity of our workforce</li> <li>• to monitor unconscious bias in hiring process</li> </ul>	<ul style="list-style-type: none"> <li>• improving PRA's diversity and inclusion</li> </ul>



## Will your personal information be shared?

### Is your information shared:

#### with third-party organisations?

**Only if you agree in advance or if it is vital for entering into a contract with you or fulfilling our legal and regulatory requirements.** For example, we will share your information with our payroll and pension providers.

#### *any other times?*

**Only with your explicit consent and not without informing you first.** We won't normally share your information externally, but we may share your applications with members of a shortlisting panel or focus groups outside of the organisation. We will always make it clear in the job advertisement if this will be happening.



## How long do we keep your information?

We will keep your personal information for:

- as long as we need it for the original reasons we collected it;

Our reasons for collecting your information include producing programmes (like radio projects or podcasts), and meeting our legal, accounting and reporting requirements.

and

- up to one year after notifying candidates of the outcome of the recruitment exercise. After this, we will securely delete your personal information.
- In some circumstances we may anonymise your personal information so that it can no longer be linked to you, in which case we are free to use this without notifying you.
- If your application is unsuccessful, data regarding your references will be securely destroyed.



## Your rights over your personal information

In certain circumstances, you may have the right to:

- find out what information we hold about you.
- ask us to provide you with a **copy** of your information.
- ask us to **correct or make changes** to your information. Please let us know if your personal information is out of date or inaccurate.
- ask us to **limit our use of, stop using or delete** your information (for example, if there is no good reason for us to have it anymore).
- ask us to **move** your information to a third party.
- change your mind about us holding your information (or sending you marketing).

*Are these rights always available, or sometimes limited?*

These rights may *not* always apply, and there might be exceptions.

If a right doesn't apply, or only applies to some of your information or some of the things we do with it, we'll let you know as part of our reply to you.

We may refuse to comply with your request if it is clearly unfounded or excessive (for example, multiple requests for copies of the same information).

*Exercising your rights*

If you would like to exercise any of these rights over your information, you can speak with your line Manager or the Data Protection Officer.

Our Data Protection Lead is Abbey Darling. You can email them at: [privacy@prison.radio](mailto:privacy@prison.radio).

If you have any concerns, you have the right to complain to the Information Commissioner's Office (**ICO**). You can visit their website at [www.ico.org.uk](http://www.ico.org.uk) or call them at 0303 123 1113.

