
Candidate Account Privacy Policy

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This Privacy Policy explains how Joseph Rowntree Housing Trust (JRHT) or Joseph Rowntree Foundation (JRF) collects, uses, and protects your personal data when you create and use a candidate account through our online recruitment system.

By registering and submitting your information, you acknowledge that your data will be processed in accordance with this policy.

Who We Are

Joseph Rowntree Housing Trust (JRHT) or Joseph Rowntree Foundation (JRF) is the Data Controller for the personal data you provide. This means we are responsible for ensuring your data is processed lawfully, fairly, transparently, and securely in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We have appointed a Data Protection Officer (DPO) who can be contacted at: ig@jrf.org.uk

Our Recruitment System (Data Processor)

We use IRIS Recruitment Software (also known as *Networx*, its former trading name) to provide and manage candidate accounts and recruitment activity. IRIS acts as a Data Processor, which means it processes your personal data only on our instructions and in compliance with data protection legislation.

IRIS Contact Details:

4th Floor Heathrow Approach
470 London Road
Slough, England
SL3 8QY

Support enquiries: support@networxrecruitment.com

We have appropriate contractual and security arrangements in place with IRIS to safeguard your information.

What Information We Collect

We only collect personal data that you voluntarily provide when registering and maintaining your candidate account. This may include:

- Name, address, email address, and telephone number
- Employment history and qualifications (e.g. CV)
- Recruitment preferences and job alerts
- Responses to profile or application-related questions
- Any additional information you choose to provide

You are responsible for ensuring that the information you submit is accurate and up to date.

Lawful Basis for Processing

We process your personal data on the following legal grounds:

- Contract (Article 6(1)(b)) – to create and manage your candidate account and provide recruitment-related services to you
- Legitimate interests (Article 6(1)(f)) – to improve our recruitment system and match candidates with suitable opportunities
- Legal obligation (Article 6(1)(c)) – where processing is required to meet regulatory or legal requirements

Special category data will only be processed with your explicit consent (Article 9(2)(a))

It will be used only for clearly defined purposes, such as equality monitoring, improving diversity and inclusion, or meeting legal obligations. Equality monitoring data will be kept separate from selection and decision-making processes and will not influence recruitment outcomes.

Access to this data will be strictly limited to authorised personnel with a legitimate need to know.

Why We Use Your Information

We use your personal data to:

- Create and manage your candidate account
- Enable you to apply for roles

- Match your profile to relevant job opportunities
- Send job alerts and recruitment communications (where selected)
- Communicate with you about your account or recruitment activity
- Carry out reporting and statistical analysis to improve recruitment processes

Who We Share Your Information With

Your data may be shared with:

- Authorised JRHT/JRF staff involved in recruitment
- Our recruitment system provider (IRIS/Networx)
- Trusted service providers acting on our behalf (where necessary)

We do not sell your personal data and will not share it with third parties for unrelated purposes without your knowledge and appropriate legal basis.

Data Visibility and Preferences

- Your profile may be searchable within our internal recruitment system to support job matching
- You can control your preferences, including whether to receive job alerts, within your account settings

How Long We Keep Your Data

Your candidate account will remain active while you continue to use it.

- Accounts will be deactivated after 12 months of inactivity
- Once deactivated, your data will be securely deleted unless we are required to retain it for legal or regulatory reasons
- You may delete or deactivate your account at any time

Your Rights

Under UK data protection law, you have the right to:

- Access your personal data (Subject Access Request)
- Rectify inaccurate or incomplete data
- Erase your data (where applicable)
- Restrict processing of your data
- Object to processing based on legitimate interests
- Data portability (receive your data in a structured format)
- Withdraw consent where consent is relied upon

You can manage and update your data at any time via your secure candidate account login.

You can also use the “Download Data” feature to generate a copy of your data in XML format.

Where you object or withdraw consent, we may still process your data where required or permitted by law, but only to the extent necessary.

Complaints

If you have concerns about how your personal data is handled, you can:

1. Contact JRHT/JRF using ig@jrf.org.uk
2. Raise a concern through our online data protection complaints process
[JRHT JRF](#)
3. Lodge a complaint with the Information Commissioner's Office (ICO):
<https://www.ico.org.uk>

Information Security

We implement appropriate technical and organisational measures to protect your personal data against loss, misuse, unauthorised access, alteration, or disclosure.

Access to your information is restricted to authorised personnel who are required to maintain confidentiality.

Changes to This Policy

We may update this Privacy Policy from time to time to reflect changes in legal requirements or our practices. Any updates will be published on our recruitment system.