

### **What happens to my data?**

If your application is unsuccessful, we will hold your application form securely for a period of **one year**, in line with our Data Protection Policy. After one year, this will be securely destroyed – this means we will no longer hold any personal or sensitive data which is identifiable to you. Employee data is held securely on an electronic system with limited access permissions built in.

### **Equality and Diversity monitoring:**

Completing this form is not a mandatory element of your application submission. Responses are solely used to inform future recruitment practice, and to help us to understand how we can better reach particular communities who may be under-represented in our staff team.

Please either tick the box(es) that you identify with or you are very welcome to self-define and there is space to do this in each of the sections.

Please note that equality and diversity monitoring forms are anonymous and kept separate from applications and not seen by those involved at any stage of the recruitment and selection decision-making process.

We will only retain anonymous Equality and Diversity monitoring data. The format in which this data is recorded is:

- ✓ Job Role advertised and whether it was identified as a GOQ (Genuine Occupational Qualification) post
- ✓ Where adverts were placed
- ✓ Date of Advert publication
- ✓ Individual demographics: broken into the tick box response fields and all self-identified responses.
- ✓ Each demographic response field has numbers recorded against it denoting the number of people identifying.

We review this data to reflect on our recruitment practices, our success in reaching a diversity of communities, and specific under-represented communities. And importantly, developing our practices in order to ensure equality, inclusion and diversity and to play our part in social mobility.

If you are considering making an application for a role at 42<sup>nd</sup> Street, or at any time during the application process, and wish to discuss our approach to data protection in relation to recruitment, please email Tess Gregson, our Data Protection Officer:

[tess.gregson@42ndstreet.org.uk](mailto:tess.gregson@42ndstreet.org.uk)