

# NORWICH CITY FOOTBALL CLUB RECRUITMENT PRIVACY NOTICE

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The Legal, HR and Compliance Department at Norwich City Football Club, provides HR advice, guidance and recruitment administration to across the Club. Much of our work involves dealing with personal data about employees and this privacy notice, explains how we collect, store and use any personal information we collect about you during the recruitment process

## **What Information Do We Collect About You?**

When you apply for a vacancy with Norwich City Football Club, we collect a range of sensitive and non-sensitive data about you

### ***Sensitive Data***

We collect information about your age, gender (including previous gender identity if applicable), marital status, disability, race (including colour, nationality, ethnic or national origin), religion, belief or lack of religion/belief and sexual orientation as part of our equality monitoring procedures

### ***Non-Sensitive Data***

As part of the application process, we collect a range of personal information such as your name, address, e-mail address etc, together with details of your skills, qualifications and experience in the role.

## **How We Use Your Information**

Sensitive data collected as part of our equality monitoring procedures is only used to provide anonymised data and reports to help us develop strategies and plans to maintain and promote equality of opportunity across our recruitment practices.

Non-sensitive data collected from your application form or CV is used to assess your skills, qualifications and experience against the job specification for the role.

## **How Do We Store and Share Your Information?**

Your information is mainly stored in secure electronic systems. Paper copies of your application form or CV will be provided to shortlisting/interview panels. Equality monitoring data is stored electronically and not shared outside of HR.

## **How to Access and Correct/Delete your Information**

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of the personal information we collect via the recruitment process, please e-mail [HREnquiries@canaries.co.uk](mailto:HREnquiries@canaries.co.uk)

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information if you think it is incorrect. There may be occasions where we cannot agree to your request, however if this is the case, we will tell you the reason and your right to complain to the Information Commissioner

## **Disposal of Your Data**

We retain all information we collect during the recruitment process, for maximum of 12 months after the post has been filled. This is to ensure that we can provide feedback to unsuccessful candidates and deal with any queries about the recruitment process. After this period, for all unsuccessful candidates, all information held electronically is securely deleted and any paper copies of application forms/CV's or any other information requested from you as part of the recruitment process shredded and disposed of as confidential waste.

If you have any questions about this Privacy Notice or would like further information on how we collect, store, use and dispose of your data when you apply for a job with use, please either contact a member of the HR Team on the e-mail address above, or the Club's Data Protection Officer (Vanessa Sewell-Allen) on [dpo@ncfc-canaries.co.uk](mailto:dpo@ncfc-canaries.co.uk)