Recruitment Privacy Notice

Volunteer Driver Service CIC ("VDS", "we", "us" or "our") respects your privacy and is committed to keeping your personal information safe.

This notice explains how we use your personal information when you apply for a job with VDS.

What information do we collect?

We collect only the information we need to assess your suitability for the role and manage the recruitment process.

This may include:

- your name, address, telephone number and email;
- information provided in your application form;
- your employment history, qualifications, skills and experience;
- information provided during interviews and assessments;
- references and information provided by referees;
- right-to-work information;
- information needed to meet our legal obligations; and
- information you provide about any reasonable adjustments needed during the recruitment process.

Please do not provide unnecessary sensitive personal information.

How do we use your information?

We use your information to:

- process and assess your application;
- contact you about your application and the recruitment process;
- arrange and conduct interviews;
- carry out references and necessary checks;
- make and record recruitment decisions; and
- meet our legal, safeguarding and insurance responsibilities where applicable.

Our lawful bases

Depending on what we are doing, we process your personal information because it is necessary to:

- take steps at your request before entering into an employment contract;
- comply with our legal or regulatory obligations; or

- pursue our legitimate interests in recruiting suitable staff and operating VDS safely and effectively.

Where we need to process special category information, such as health information provided for reasonable adjustments, we will only do so where permitted by data protection law and where necessary for the relevant purpose.

Who do we share your information with?

Where necessary, we may share relevant information with:

- authorised VDS staff and Directors involved in recruitment;
- referees or previous employers;
- professional advisers or service providers assisting with recruitment; and
- relevant authorities or other organisations where we are legally required or permitted to do so.

We do not sell your personal information.

How long do we keep your information?

We keep recruitment information only for as long as reasonably necessary for recruitment, legal and record-keeping purposes.

If you are appointed, relevant information will become part of your employment records and will be handled in accordance with our employment privacy arrangements.

If you are not appointed, we will securely delete or anonymise your recruitment information when it is no longer reasonably required, unless we have a lawful reason to retain it for longer.

Your rights

You have rights over your personal information, including in certain circumstances the right to access, correct, delete or restrict its use, and to object to certain processing.

If you have any questions or wish to exercise your rights, please contact us:

Email: info@volunteerdriverservice.org.uk
Telephone: 0300 3030 125
Post: Volunteer Driver Service CIC, 46 Wards Crescent, Bodicote, Banbury, OX15 4DY

If you are unhappy with how we have handled your information, please contact us first. You can also complain to the **Information Commissioner's Office (ICO)**:

ICO – Make a complaint

Changes to this notice

We may update this Privacy Notice from time to time. The latest version will always be available on our website.

Last updated: October 2026