

PRIVACY NOTICE FOR APPLICANTS FOR AT THE CHARTERHOUSE

WHAT IS THE PURPOSE OF THIS DOCUMENT

The Charterhouse is committed to protecting the privacy and security of your personal information, also known as personal data.

This privacy notice describes how we collect and use personal information about you when you apply to be a resident (also known as a Brother) of the Charterhouse, in accordance with our obligations under data protection legislation including the UK GDPR and UK Data Protection Act 2018. It should be read in conjunction with the broader Privacy Notice that may be found [here](#) on our website

The Charterhouse is a "Data Controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

WHO DOES THIS PRIVACY NOTICE APPLY TO

It applies to all those who contact us to apply to become a resident at the Charterhouse.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

When you provide the Charterhouse with personal data relating to third parties, such as connected persons who are immediate family or those sharing the same household or who are dependent on you, please advise them that we will process their data in accordance with this privacy policy and they have the same rights.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your application to become a resident, we will collect, store, and use the following categories of personal information about you (please note this list is not exhaustive):

- The information you have provided to us in your application form and covering letter, including
 - name, title, marital status, address, telephone number, personal email address, date of birth, gender, employment history, bank or building society details, passports information
 - more sensitive personal information some of which is "special category" personal data, including race or ethnicity, religion or religious beliefs, sexual orientation and gender identity; Information about your health, including any medical condition or disability, information about criminal convictions and offences, and information about your socio-economic background
- Information provided during the application process
 - Any information that you provide to us during an interview
 - CCTV footage and visitor information where you visit or a face-to-face interview is conducted at the Charterhouse

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HOW WE COLLECT AND USE INFORMATION ABOUT YOU

How is your personal information collected?

We usually collect personal information about you from the application and interview process, directly from you. We may also undertake a background check through the Disclosure and Barring Service (DBS), any named referees that you provide, and data from publicly accessible sources.

How will we use information about you?

We will use the personal information we collect about you to:

- Assess your housing, financial or other needs relative to our admittance criteria
- Carry out background and if you are offered a place this may include DBS checks
- Keep records related to our application processes
- To communicate with you regarding future vacancies
- Comply with legal or regulatory requirements
- Monitor and develop action plans to address areas of under-representation to improve diversity and equal opportunities

OUR LEGAL BASIS FOR PROCESSING YOUR INFORMATION

It is in our legitimate interests to decide whether to offer you a residential place at the Charterhouse. We also need to process your personal information to decide whether to enter into a licence to occupy a residential apartment at the Charterhouse with you.

The information provided in any covering letter and your application form will be processed to decide whether you meet the requirements for consideration of residential accommodation at the Charterhouse. We will decide whether your application is sufficiently aligned with the purposes of the charity to invite you for an interview. If we decide to call you for an interview, we will use the information previously provided and the information you provide to us at the interview to decide whether to offer a residential place at the Charterhouse. If we decide to offer you a place, we will then take up references and carry out any other necessary checks before confirming a residential place.

How we use special categories of personal data “Special categories” of particularly sensitive personal information require higher levels of protection.

We need to have further justification for collecting, storing and using this type of personal information. We will use your special categories of more sensitive personal information in the following ways:

- We will use information about any disability status or long-term health conditions to consider whether the Charterhouse can meet your needs, and what appropriate adjustments may be required
- Where it is needed in the public interest for diversity, inclusion and equal opportunities monitoring, we will use information about your race or national or ethnic origin, religious beliefs, sexual orientation and gender identity, disability or long-term health condition, social economic status and caring responsibilities to ensure meaningful diversity monitoring and reporting.

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- Where it is needed in the public interest for preventing unlawful acts, dishonesty, malpractice or other seriously improper conduct.
- We may also be aware of your sexual orientation, even if you don't specifically provide this, if you provide us with details of previous marital status or partner's details in conversation.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of financial, housing or social need), we will not be able to process your application successfully.

INFORMATION ABOUT CRIMINAL CONVICTIONS

As part of our application process, we need to consider if you have any criminal convictions that makes you unsuitable for a residential place at the Charterhouse. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing criminal conviction data.

HOW WE KEEP YOUR INFORMATION SAFE

We understand the importance of the security of your personal information and take appropriate steps to safeguard it.

We always ensure only authorised persons have access to your information, which means only our staff and contracted service providers, and that everyone who has access is appropriately trained to manage your information.

No data transmission over the internet can however be guaranteed to be 100% secure. So, while we strive to safeguard your information, we cannot guarantee the security of any information you provide online, and you do this at your own risk.

The data that we collect from you may be transferred to, and stored at, a destination outside the UK, to third-party IT suppliers. We'll take all reasonably necessary steps to make sure that your data is treated securely and in accordance with this privacy notice, to ensure your personal information is handled with the same protections that we apply ourselves.

We'll only transfer your data to a recipient outside the UK where we're permitted to do so by law, for instance: where the transfer is based on standard data protection clauses adopted or approved by the UK's Information Commissioner's Office; where the transfer is to a territory that is deemed 'adequate' by the UK; or where the recipient is subject to an approved certification mechanism and the personal information is subject to appropriate safeguards.

We may also disclose your personal information if we are required to do so under any legal obligation, or where doing so would not infringe your rights, but is necessary and in the public interest.

Other than this, we will not share your information with other organisations without your consent.

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DATA RETENTION

How long will you use my information for?

If your application is unsuccessful, we will retain your personal information for six months after notifying you of our decision. This allows us to demonstrate that the application process was fair, transparent and non-discriminatory. If your application is successful, we will retain your personal information for as long as you remain a resident at the Charterhouse.

YOUR RIGHTS

You have the right to ask us for copies of your personal information. This is called the right of access and is also known as making a subject access request. When making a request it is helpful to us if you include “subject access request” in the subject line or header, provide your name and contact details and the personal information you require. We will need to request further information to validate your identity before we can send you any data that we may hold. To make a request contact us at gdpr@thecharterhouse.org or by post to The Charterhouse, Charterhouse Square, London, EC1M 6AN.

You also have the following rights:

- the right to request rectification of information that is inaccurate or out of date;
- the right to erasure of your information (known as the “right to be forgotten”);
- the right to restrict the way in which we are dealing with and using your information; and
- the right to request that your information be provided to you in a format that is secure and suitable for re-use (known as the “right to portability”);
- rights in relation to automated decision making and profiling including profiling for marketing purposes.

All these rights are subject to certain safeguards and limits and exemptions. To exercise any of these rights, you should contact us at gdpr@thecharterhouse.org or write to us at The Charterhouse, Charterhouse Square, London, EC1M 6AN.

If you are not happy with the way in which we have processed or dealt with your information, you can complain to the Information Commissioner’s Office.

Their address is:

First Contact Team
Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

18 August 2026