

Dear Applicant,

Thank you for your interest in this vacancy. The Bond Board is an Equal Opportunities Employer.

An Enhanced Disclosure and Barring Service (DBS) check is required for this post. As we have a duty of care to our service users, we reserve the right to apply the DBS disclosure condition to certain other posts. All disclosures will be reviewed by The Bond Board prior to confirmation of an offer of employment.

We undertake not to unfairly discriminate against any applicant on the basis of a criminal record or other information revealed. Possessing a criminal record is not necessarily a bar to working for the Bond Board, but it may preclude working in certain positions. This will depend on the nature of the position and the circumstances and background of the offences committed.

As this role is potentially eligible for an Enhanced DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended), applicants may be required to disclose criminal record information that is legally disclosable for the role. Applicants should not disclose convictions or cautions that are protected under current legislation and DBS filtering rules.

The Bond Board does not have a sponsor licence to sponsor migrant workers. Therefore, The Bond Board can only consider applications from those who have the right to work in the UK and can provide evidence of this.

Information on the following areas is detailed below:

- Guidance Notes for Applicants
- Equal Opportunities Policy Statement
- Data Protection Privacy Notice for Applicants

The following information is in separate documents to download individually:

- Job Description
- Person Specification
- Organisation chart

The closing date for submitting your application is at **10:00am on Monday 14th September 2026**. We would be most grateful if you could send us your CV and covering letter in plenty of time as late applications will not be accepted. Please be aware that we reserve the right to close this vacancy early should we receive a sufficient number of job applications.

In order to keep administration costs as low as possible, regrettably we cannot reply individually to every applicant. If you have not heard from us within 4 weeks of the closing date, please assume that on this occasion your application has been unsuccessful. Previous applicants need not apply.

Finally, I would like to take this opportunity to thank you for your interest in The Bond Board.

Guidance Notes for Applicants

Read the information carefully, especially the Job Description and Person Specification. The Job Description outlines the duties you would be expected to carry out in the post. The Person Specification lists the skills, knowledge, and abilities that the short-listing panel will be looking for.

All personnel and monitoring information will be removed before short-listing takes place, so that we can anonymise the applications.

Make sure your application is submitted in plenty of time to meet the closing date. We reserve the right to close this vacancy early should we receive a sufficient number of job applications.

The short-listing / interview panel reads the applications to see how each application relates to the person specification.

Short-listing will be carried out using a scoring system. The panel will discuss and decide any points that will be weighted. The panel will agree a cut off mark, below which candidates will not be offered an interview. The interview will normally take place with 2 to 4 employees. The panel will take notes during the interview and for online interviews it will be recorded. This is part of the procedure to ensure applicants are treated fairly.

We will retain job application forms and any other records relating to your application for six months. After this time, if your application is unsuccessful, they will be confidentially destroyed.

The Bond Board's Equal Opportunities Statement

The Bond Board acknowledges that everyone should have equal access to its services and employment. The Bond Board is committed to equal opportunities for all and acknowledges the differences that exist within the community. The Bond Board will ensure that our services and employment practices do not disadvantage any groups or individuals, so that everyone has equality of opportunity through a fair and consistent approach to the application of rules, policies, and procedures. This commitment is relevant to all we do, how we manage ourselves and how we deliver our services.

The Bond Board prides itself on inclusivity and is committed to the Equality Act 2010. The Bond Board aims to ensure that activities which it is involved in do not discriminate, exclude or alienate on the grounds of race, ethnic origin, nationality, religion, cultural background, gender, gender reassignment, sexuality, disability, marital/civil partnership status, domestic circumstances, pregnancy, illness, HIV status, age, membership of trade unions, or criminal record unconnected to service. The Bond Board also acknowledges that some people experience more than one form of discrimination.

Employees, members of the Board of Trustees, volunteers, contractors, and users of The Bond Board services are required to respect this policy and the principles behind it. All people responsible for service delivery will actively promote equal opportunities in every area of their work.

Privacy Notice for Job Applicants – The Bond Board

As part of any recruitment process, The Bond Board collects and processes personal data relating to job applicants. The Bond Board is committed to being transparent about how it collects and uses your personal data and to meeting its data protection obligations. This notice tells you more about the information we collect about you, what we do with it and what your rights are about your personal information.

What Kinds of Personal Information does The Bond Board Collect?

The Bond Board can ask you to provide a range of personal information during the recruitment process. This may include:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience, and employment history;
- information about your current level of remuneration;
- contact details for referees.
- information about your health and whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.
- information about your entitlement to work in the UK and proof of your identity.

Depending on the nature of the position being advertised, criminal convictions, cautions or other criminal record information that are legally disclosable for the role under applicable legislation.

Equal Opportunities information, such as your gender and sexual orientation.

How The Bond Board Collects Your Personal Data

The Bond Board may collect your personal data information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. We may also collect personal data about you from third parties, such as references supplied by former employers or criminal record DBS checks. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so. When we receive information about you from others, we will notify you about this within 14 days.

Who has Access to Your Personal Data?

Only those who need access to your personal data will see it. This includes members of Trustees of The Bond Board, Management and Recruitment team, and interviewers involved in the recruitment process. The Bond Board will not share your personal data with anyone else without your prior consent unless we are legally obliged to do so. If you consent to providing Equal Opportunities monitoring information, this will be detached from your application when it is received and anonymised in a statistical

format. It will not be shared with anyone else or anyone involved in shortlisting or interviewing you for the position for which you have applied.

What Legal Basis does The Bond Board have to Collect and Process my Personal Data?

Legitimate Interest

The Bond Board has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and to decide who to offer a job to. We may also need to process data from job applicants to respond to and defend against legal claims and to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

For recruitment:

The Bond Board processes applicant information under Article 6(1)(f) UK GDPR (legitimate interests), Article 6(1)(c) (legal obligation) and Article 6(1)(b) (steps prior to entering into a contract) where applicable.

For health information:

Article 9(2)(b) UK GDPR and Schedule 1 Data Protection Act 2018.

For criminal offence data:

Article 10 UK GDPR and Schedule 1 Data Protection Act 2018.

Additional Legal Basis for Sensitive Personal Data

Health Data

We have a legitimate interest, and it is a legitimate activity to process information about a candidate's health and any disabilities to ensure that we make reasonable adjustments for candidates and for successful candidates before employment commences. We process such information to carry out our obligations and to enable candidates to exercise specific rights in relation to employment. We do not share this information with anyone without your consent.

Criminal Offences Data

Where necessary, The Bond Board may process data about criminal offences (which are not exempt under the Rehabilitation of Offenders Act 1974) as part of the recruitment process, by way of details we ask for on an application form or a DBS check. We do this with reference to Schedule 1 of the Data Protection Act 2018 and when it is necessary to ensure we comply with our obligations to protect children and vulnerable adults from harm. It also helps to ensure that the organisation and the public

are safeguarded from unmanageable risks. We do not share this information without your consent unless we are legally obliged to do so.

Equal Opportunities Information

The Bond Board is committed to achieving equality of opportunity in employment. To help us to monitor the effectiveness of our equal opportunities policy we also ask you to consent to provide information about your age, gender, religion, ethnicity, and sexuality. You do not need to provide this information to apply for employment at The Bond Board. If you chose to provide this information, it will be used on a statistical basis only i.e. we will keep a record of the number of applicants from various groups for each post. This information is always detached from your application when it is

received and is not shared with any members of the recruitment panel. We will keep a record of the consent you give, including when and how we received your consent and a record of exactly what you were told at the time. You have the right to withdraw your consent for the processing of Equal Opportunities Data by contacting The Bond Board.

Other Reasons Why We Might Process and Share Your Personal Data.

By Law

We may also process and share your personal data if we need to do this by law. This could include, if we have to share your data with the police as part of a criminal investigation or with Adult Care/Social Services because of a Child Protection issue or concerns about a vulnerable adult/adult at risk.

The Bond Board could also decide to share your personal data with your next of kin or organisations in a life-or-death situation if it was decided that this was necessary to protect you or someone else.

Keeping Your Data Accurate and Up-to-Date

The Bond Board will try to make sure that your personal data is accurate and up-to-date. We will change your personal information, as soon as possible, when we discover it is wrong or out of date. You can help to make sure your data is accurate by telling us as soon as possible if your circumstances have changed.

Sharing Your Data Outside of the European Union

The Bond Board does not routinely transfer personal data outside the United Kingdom. Where any international transfer becomes necessary, appropriate safeguards will be implemented in accordance with UK data protection legislation.

How Long Does The Bond Board Keep Your Personal Data For?

Unsuccessful Applicants

If you are not successful in your application for employment, The Bond Board will permanently delete all data relating to your application 6 months after the data was received.

Successful Applicants

If your application is successful, your personal data will be retained and kept in line with the data retention period for employees. A copy of the Privacy Notice for employees will be provided to you when you sign your contract of employment at The Bond Board.

What Are Your Rights about the Personal Data The Bond Board has about You?

The Right of Access

You have the right to look at and request a copy of all the data we hold about you. You can do this by contacting the Chief Executive Officer of The Bond Board (details below). We will usually provide this information to you free of charge and always within one month of you requesting it.

The Right to Rectify

You have the right to ask us to change your personal data if it is wrong or if there is something missing. We will do this within one month of your asking us to.

The Right of Erasure

You have the right to ask us to delete your data. We will let you know if this is possible and if not, we will explain why in writing and inform you of your rights to appeal or complain.

The Right to Restrict Processing

Even if you do not want us to delete your data completely, you can still ask us to stop processing it. Examples of why you might want to do this include, you believe the information we have about you is incorrect, so you do not want us to use it in any way until it has been put right.

The Right of Portability

You have a right to request a copy of all the personal data we have about you in a common, machine-readable format and to have this free of charge if The Bond Board

is processing your data on the basis of consent. We will provide this information within one month of you requesting it.

The Right to Object

You have the right to object to The Bond Board processing your personal data if we do so to:

- Send you direct marketing, such as information through the post, by text or email, without your consent.
- Process your personal data for statistical purposes without your consent.
- Process your personal data because we believe we have a good reason (legitimate interest) for doing so or because we think we need to process it for a legal reason.

If you object, we will stop processing your data in these circumstances as soon as you ask us to, unless there is a good reason why we cannot do this. If this happens, we will

explain our reasons to you in writing within 14 days and we will explain your rights to appeal and complain.

The Right to Withdraw Consent

If The Bond Board is using your information because you have given us your consent, you can withdraw your consent at any time by contacting us. We will follow your instructions for what you would like us to do next, for example, by deleting your data or by stopping processing it.

The Right Not to be Profiled

The Bond Board does not currently use automated decision making in any circumstances. Should this change in the future, The Bond Board's Data Protection Policy and this notice will be reviewed. For your information, you have the right not to be subject to a decision based on automated processing, unless The Bond Board is doing so on the basis of entering into a contract with you. If a decision is made about you using automated decision making because of a change of Bond Board policy, you will be notified, 'as soon as reasonably practicable' and you will be given a period of 21 days in which to object to that decision.

You can contact The Bond Board about any of your data rights, using the details at the end of this notice

Keeping Your Personal Data Safe

Your personal data is stored securely on your application record and on our IT systems. The Bond Board takes the security and confidentiality of your personal information very seriously. We have policies and procedures in place to make sure the risks of us losing your information or sharing it with someone we should not are very

low. We do not share your personal data with anyone without your consent, unless required to do so by law. We also ensure that your data can only be accessed by our employees and volunteers on a need-to-know basis in the proper performance of their duties.

Reporting Data Breaches

If The Bond Board finds out there has been a risk to your personal data, for example, because we have shared it with someone we should not, or we have lost it, we will follow the law and inform the Information Commissioners Office within 72 hours of becoming aware of the problem. If the problem is likely to affect your rights to freedom and privacy, we will also inform you as soon as possible take all reasonable action possible to reduce the impact of the data breach on you. The Bond Board will keep a record of any data breaches, regardless of whether we are required by law to inform the Information Commissioners office.

Changes to this Privacy Notice

This notice takes effect from the 25th May 2018. The Bond Board will review this notice every 6 months to ensure it is up to date with the law and to ensure, for example, that the processing and purposes of your personal data have not changed. If we make any changes to this privacy notice or our Data Protection Policy, we will update you by including the new version on The Bond Board website and on The Bond Board's Facebook page.

A full copy of The Bond Board's Data Protection Policy is also available if you would like further information about The Bond Board's approach to Data Protection.

Contacting The Bond Board for further information about your personal information and your rights.

For the purposes of the General Data Protection Regulations 2018, The Bond Board is the controller and processor of your data. All enquiries about your personal data and to request any of the above rights should be made by contacting:

The Chief Executive Officer
The Bond Board, 209-211 Bury Road, Rochdale OL11 4EE.
Tel: 01706 342404