



HUMANITY & INCLUSION UK JOB APPLICANT PRIVACY NOTICE

During the recruitment process, Humanity & Inclusion UK (HI UK) collects and processes personal data relating to job applicants. HI UK is committed to being clear and transparent about how it collects and uses that data and to meeting its data protection obligations.

This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the course of your job application and in ways that have been explained to you
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- keep it securely.

What information does HI UK collect and process?

HI UK collects and processes a range of personal information (personal data) about you. Personal data means any information about an individual from which the person can be identified. This includes:

- Personal contact details, such as your name, title, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

HI UK collects this information in a variety of ways during the application and recruitment process. For example, data may be contained in application forms and CVs, obtained from identity documents, such as your passport and collected through interviews and assessment tests. In some cases, HI UK collects personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks permitted by law.

Data is stored securely on your application record, in the HR database and in other IT systems (including HI UK's email system).

Why does HI UK process personal data?

HI UK needs to process data prior to entering into an employment contract with you and to meet our obligations under that employment contract. In addition, HI UK needs to process data to ensure that we are complying with our legal obligations. For example, we are required to check an employee's entitlement to work in the UK before employment begins.

HI UK has a legitimate interest in processing personal data during the recruitment process and in keeping records of that process. Processing such data from job applicants enables HI UK to manage the recruitment process, assess the suitability of candidates and make informed decision as to whom we wish to recruit HI UK may also have to process data from job applicants in order to defend legal claims.

HI UK processes health and disability information if we need to make reasonable adjustments to the recruitment process for candidates with a disability. For certain positions, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake a particular role.

If you fail to provide personal information

You are under no obligation to provide HI UK with data during the recruitment process. However, if you do not provide certain information when requested, HI UK may not be able to process your application for employment properly or at all. You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for you if this information is not provided. As part of our commitments as a Disability Confident Employer we guarantee interviews to candidates with disabilities who meet the minimum criteria for the role so we encourage you to disclose your disability.

For how long do you keep data?

HI UK will only hold your personal data for as long as is necessary to fulfil the purposes for which we collected it. If your application for employment is unsuccessful, HI UK will hold your data on file for 12 months after the end of the recruitment process to respond to any questions you may have or complaints you may make. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and we shall issue a new privacy notice which sets down the periods for which your data will be held.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment process where relevant, including members of the HR team and the interview panel. Your information will also be shared with recruitment agencies. For example, we may provide feedback to that agency, in order to enable them to give that feedback to you and we may inform them of the salary that we intend to offer to you. When we work with a recruitment agency, most of the data we hold about you will in any case have come from that agency. On occasions, we may share your data with an external HR adviser, to gain professional advice. We will limit the sharing of data to what is necessary in the circumstances.

HI UK will not share your data with third parties apart from as outlined above, unless we make you an offer of employment. In those circumstances, HI UK shall share your data with

third parties where required by law and where it is necessary in order to administer the working relationship with you or where we have another legitimate interest in doing so. HI UK will then share your data with named referees.

HI UK will not transfer your data to countries outside the European Economic Area, unless this is a specific requirement of your role. In some instances your data may be transferred to countries outside the EEA in order to assist with the recruitment process. Data is transferred outside the EEA on the basis of relevant safeguards e.g. declaration of adequacy, binding corporate rule or other safeguards. If you require further information, it is available on request

HI UK takes the security of your data seriously. HI UK has internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where we share your data with third parties, we provide written instructions to them to ensure that your data is held securely and in line with GDPR requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (known as a “data subject access request”);
- require HI UK to change incorrect or incomplete data;
- request erasure of your personal information. This enables you to ask HI UK to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where HI UK is relying on its legitimate interests as the legal ground for processing; and
- ask HI UK to suspend the processing of your personal data for a period of time if data is inaccurate or there is a dispute about its accuracy or the reason for processing it.

If you would like to exercise any of these rights or you have any questions about the privacy notice please contact info.uk@hi.org. Our Data Privacy Manager can be contacted via this address.

If you believe that HI UK has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner’s Office, although we encourage you to raise the matter internally in the first instance.