

# Applicant Privacy Notice

This notice sets out what personal information we collect from you as part of our recruitment process, and what we do with it.

## Application information

Whether you apply for a role directly from the job ad, through LinkedIn or another website or through a recruiter, we store your application and / or cv details in our Microsoft Office Sharepoint.

Our HR team and the relevant hiring manager will have access to your application. Sometimes other team members will also need to see your cv if they are involved in the hiring decision. If you are put forward for a role by a recruitment agency, they will also have access to your information until the point you accept any offer we make. The recruiter continues to have access to your application data if you are rejected.

Where we advertise roles on third-party recruitment sites the link to apply will take you to our email systems and we do not share your data with these sites.

## Public social media, websites and blogs

As part of the candidate review, we may look at your LinkedIn and other social media profiles. This is only in relation to information relevant to the role and to help us prepare for the interview.

## Interviews

We collate information and feedback from interviews and store this in Sharepoint.

## Unsuccessful application

If you are unsuccessful we will keep your application data for 12 months.

If you came through a recruiter, we will provide feedback to them on why you were unsuccessful.

If we think you might be suitable for other roles in the future, we will add you to a 'talent pool' so that we can contact you about these other roles. We will keep your information in this talent pool for 12 months. If you do not want us to keep your details for this purpose, please e-mail [dpo@ruthstraussfoundation.com](mailto:dpo@ruthstraussfoundation.com) or let us know at any stage of the recruitment process.

## Successful application

Our HR team will contact you to make an offer and ask for other details (if we don't already have them) for your contract, references and pre-employment checks. We keep this information in Sharepoint. In general, we keep personnel files for as long as we employ you plus a further seven years.

## Pre-employment checks

We carry out certain checks on all new employees / contractors and extra checks on those in high-risk roles. Specifically, we will check the following.

- ID and Right to Work checks: we will ask for a copy of your passport for this check. We are legally required to carry out this check.
- Employment references.
- Qualification checks (where we require a qualification for a role).
- DBS checks (when legally required for a role)

We use a third party (UCheck) for the DBS checks.

## Your rights and choices

To make any rights request, please e-mail: [DPO@ruthstraussfoundation.com](mailto:DPO@ruthstraussfoundation.com)

### Access rights

You are entitled to see the personal information we hold about you.

You will already have a copy of your application. To request access to any other information we may hold about you, please contact us.

### Correction rights

You are entitled to correct personal information we hold about you that is inaccurate. If you think that any of the information we hold about you is not accurate, please contact us setting out the inaccuracy, the correct information, and any relevant evidence.

### Deletion rights

In certain circumstances you are entitled to ask us to delete the personal information we hold about you.

### Objection rights

In certain circumstances you are entitled to object to us processing your personal information.

### Restriction rights

In certain circumstances you are entitled to ask us to restrict our processing of your personal information.

You can ask us to do this if you dispute the accuracy of your personal information; if our processing is unlawful but you prefer restriction to deletion; if we no longer need the information but you need it for legal reasons; or if you have objected to our processing and we are still dealing with this objection.

## Portability rights

In certain circumstances you are entitled to receive the personal information you have provided us in a structured, commonly used and machine-readable format.

## Complain to the ICO

You can also complain to the Information Commissioner's Office (ICO) who is responsible for making sure that organisations comply with the law on handling personal information. (<https://ico.org.uk/global/contact-us/>).

## Lawful bases

UK data protection law requires an organisation to have a lawful basis for its personal data collection and use, and there are several lawful bases available.

Performance of a contract	When you apply for a job with us we need certain information from you to assess your suitability for the role and to decide whether to offer you the job.
Legitimate interests	Some personal data collection and use is in our legitimate business interests.  Talent pool: to keep information on good candidates who were not successful in a specific role so that we can contact you later on if we think you are a good fit for another role.  Background checks: to check your identity, the facts you have given us about your employment history and qualifications (where relevant)
Legal obligation	For ID and 'Right to Work' checks.  For DBS checks where legally required for the role.
Fraud prevention	For DBS checks where legally required for the role.

## Contact us

E-mail: [dpo@ruthstraussfoundation.com](mailto:dpo@ruthstraussfoundation.com)

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