

Applicant Privacy Notice

Introduction

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

Who we are

Ruth Strauss Foundation (company registered number 11882736) registered in England & Wales and whose registered office is at Unit F Whiteacres, Cambridge Road, Whetstone, Leicestershire, United Kingdom, LE8 6ZG, are committed to protecting your privacy and keeping any personal data you provide to us confidential at all times, in accordance with UK data protection laws. This Privacy Notice sets out the information processing activities that RSF carries out in its capacity as data controller.

All personal data collected by RSF is processed in compliance with the requirements of the UK General Data Protection Regulation, the UK Data Protection Act 2018 and any other relevant legislation such as the Privacy and Electronic Communications Regulation 2003 (PECR).

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 SharePoint.

Our hiring 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. As the recruiter typically acts as an independent data controller, they may retain your personal data under their own privacy notice.

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.

How we collect your information

We collect information in a variety of ways.

Normally, this information is provided by you directly. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment (including online tests).

RSF will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks.

Also, we can gather this information from recruitment agents, publicly available sources such as LinkedIn, your referees and previous employer, the Disclosure and Barring Service (DBS), Occupational Health and other necessary sources.

What type of personal data we collect:

Recruitment

We process the following types of data about you:

- your name and contact details
- identity information such as your date of birth and gender
- your previous experience and education
- information about you on publicly available sources such as LinkedIn
- your referees
- answers to questions relevant to the role you have applied for
- notes from interviews
- whether or not you have a disability for which RSF needs to make reasonable adjustments during the recruitment process
- any other additional information provided by you in the context of the recruitment and selection process.

Conditional offers

If we make a conditional offer of employment, we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the UK and seek assurance as to their trustworthiness, integrity and reliability. You will therefore be required to provide:

- proof of your identity (you will be asked to share digital copies of the necessary documents, e.g., passport, driving license, and/or birth certificate.
- proof of qualifications where relevant to the job – you will be asked to provide copies of these.
- References – we will contact your referees directly using the details you provide in your application, to obtain references from your former employers.
- Criminal records check – for some roles, RSF is obliged to seek information about criminal convictions and offences because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment. You will be advised if a DBS check is applicable to this role and if so, you will be asked to complete an application for an appropriate level of Disclosure and Barring (DBS) check. The role will influence the level of DBS check required. Dependent on the level of check, your certificate might detail both unspent and spent convictions amongst other information. A copy of the certificate will be held on our confidential HR files on SharePoint.

Confirmed, unconditional offers of employment

We will process the following:

- comments, queries or concerns you have in relation to the offer being made and our response(s) to such correspondence
- bank details to process salary payments
- HMRC starter checklist to ensure you are placed on the right tax code and where applicable, capture any student loan data
- emergency contact details so we know who to contact in case you have an emergency at work.

Automated decision making

We do not currently make recruitment decisions based on automated processing. If this changes in the future, we will update this privacy notice before such tools are used.

Retention periods

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 18 months. If you do not want us to keep your details for this purpose, please e-mail 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.

How will we share your personal data?

Your information will be shared internally for the purposes of the recruitment exercise. This may include members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

RSF will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. RSF will then share your data with former employers to obtain references, and the Disclosure and Barring Service to obtain necessary criminal record checks where relevant.

In limited circumstances - for example, where a referee or previous employer is located overseas – we may transfer your personal data outside the UK. Where we do so, we apply appropriate

safeguards such as the UK data transfer agreement (IDTA), Addendum, or reliance on an adequacy decision.

International data transfers

Where we transfer personal data outside the UK, we will have safeguarding mechanisms implemented to ensure the safety of the transfer according to Chapter V UK GDPR.

Security of personal data

RSF takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Personal information is stored electronically to increase data security. Personal information is held in HR folders on the SharePoint drive which only HR employees can access.

Full details are outlined in RSF's Data Protection policy.

Where RSF engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Your rights and choices

To make any rights request, please e-mail: 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.

We may pause ('stop the clock') on a request while we ask you to clarify details or verify your identity. We are only required to conduct searches that are reasonable and proportionate in the circumstances.

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.

- **Your right to withdraw consent** - If the lawful basis for processing is consent, you have the right to withdraw that consent at any time. Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent, and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain services to you.
- **Your right to object to direct marketing** - Where your personal data are processed for direct marketing purposes, you have the right to object at any time to processing of your personal data for marketing, which includes profiling to the extent that it is related to such direct marketing. We only send direct marketing relating to future vacancy opportunities and always provide an opt-out.

You also have the **right to object** to and not to be subject to a decision based solely on automated processing including profiling. We do not carry out automated processing or profiling.

To exercise any of these rights, please contact [our DPO by email](#).

Complaints process

If you wish to raise a complaint about how we handle your data, you can do so directly with our Data Protection Officer by emailing dpo@ruthstraussfoundation.com. We will acknowledge your complaint and aim to respond within 30 days.

You also retain the right to complain to the Information Commissioner's Office (ICO).

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	<p>Some personal data collection and use is in our legitimate business interests.</p> <p>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.</p> <p>Background checks: to check your identity, the facts you have given us about your employment history and qualifications (where relevant)</p>
Legal obligation	<p>For ID and 'Right to Work' checks.</p> <p>For DBS checks where legally required for the role.</p>
Fraud prevention	For DBS checks where legally required for the role.

Direct marketing

We may contact you about future vacancies or opportunities at the Ruth Strauss Foundation. Where we do this, we rely on consent (where you have given it). You can opt out of receiving such communications at any time by contacting dpo@ruthstraussfoundation.com.

Cookies and tracking

Our recruitment webpages may use cookies or similar technologies. Some cookies are essential for site functionality. Where non-essential cookies are used, we will rely on consent in accordance with PECR. You can choose to disable these through your browser settings or opt out using our cookie preferences tool.

Contact us

E-mail: dpo@ruthstraussfoundation.com

Address: The Data Protection Officer, The Ruth Strauss Foundation,
Unit F, Whiteacres, Cambridge Road, Whetstone, Leicestershire LE8 6ZG

We may update this Privacy Notice from time to time by posting an amended version on our website.

Version Control

This policy was adopted by the Trustees dated May 2023

This policy should be reviewed at least every 2 years.

Next review date: January 2028

Version	Updates	Published by	Date
1.0	Original	Sarah Murphy	April 2023
2.0	Updates following review by DPP: <ul style="list-style-type: none"> - Who we are - Types of personal data - Conditional and Unconditional Offers - Retention periods - How data is shared - International data transfers - Security of personal data 	Ines Thiru	Sept 2024
3.0	Updates following DUAA 2025 (ADM rights, SARs, Complaints, Direct Marketing, Cookies)	Ines Thiru	Jan 2026