

## **Privacy Notice – Employment Candidates**

Where individuals make an application for employment, The Sir John Brunner Foundation (the Foundation) will need to collect and process certain information. This notice outlines how the Foundation will handle your personal information.

### **Why do we collect personal information?**

The Foundation has a legitimate interest in processing personal data during the recruitment process and for the purpose of record keeping.

Your information is collected and reviewed in order to assess your suitability for employment and to contact you should you be invited to take part in selection processes.

We also collect special categories of information for the purposes of equal opportunities monitoring to help us develop and improve our recruitment process.

In some cases, the Foundation needs to process data to ensure it is complying with its legal and regulatory obligations e.g. a successful applicant's right to work in the UK.

The Foundation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

The Foundation is obliged to seek information about criminal convictions/offences due to the nature of the work we do. The Foundation does so because it is necessary for it to carry out its obligations and exercise rights in relation to employment.

### **Who has access to data?**

We do not share information about candidates unless the law and our policies allow or require us to do so.

HR staff and managers responsible for the recruitment and selection of the vacancy and IT and MIS staff have access to your data that is necessary for the performance of their roles. The Foundation uses recruitment software called MyNewTerm. Applicants provide their own data via this portal.

The Foundation will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment.

We will share your personal information as relevant and necessary with:

- Your referees
- Disclosure and Barring Service (DBS) or other organisation that provides criminal record checks

- Where relevant and as required for some posts, NHS or similar organisations e.g. Occupational Health

Your data may be transferred outside the European Economic Area (EEA) in order to meet our contractual obligations with you. Such transfers are carried out with appropriate safeguards in place to ensure the confidentiality and security of your personal information.

### **What personal information does the Foundation collect?**

We collect and process the information you provide as part of your application: name and contact details; education and career history; skills and experience; information about your background; names of referees; equal opportunities monitoring information; notes about candidates from the selection process, as well as information about successful candidate's background, abilities and health.

### **How is this collected?**

Most of the information is provided by you via the application form. Additional information may be obtained in the form of references from your named referees, background check from the Disclosure and Barring Service, online presence and where necessary health clearance from our Occupational Health Service Provider.

### **For how long does the Foundation keep personal data for?**

We retain the personal data processed by us for as long as is considered necessary for the purpose for which it was collected (including as required by applicable law or regulation).

If your application for employment is unsuccessful, the Foundation will hold your data on file for up to 6 months after the end of the relevant recruitment process. At the end of that period, or if you withdraw your consent to retain the information during the 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 retained during your employment. The periods for which your data will be held on your HR and Payroll systems are set out in the Foundation's Record Retention Schedule.

### **What if you do not provide your personal data?**

You are under no statutory or contractual obligation to provide data to the Foundation during the recruitment process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

### **How does the Foundation protect data?**

The Foundation takes the security of your data seriously. We have 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 appropriate employees in the performance of their duties.

### **Automated decision-making**

Recruitment decisions will never be based solely on automated decision-making.

### **What rights do you have?**

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

- access and obtain a copy of your data on request;
- require the Foundation to change incorrect or incomplete data;
- require the Foundation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing;
- object to the processing of your data where the Foundation is relying on its legitimate interests as the legal ground for processing. The Foundation will only use “legitimate interests” as grounds for processing in a very few situations.

If you would like to exercise any of these rights, please contact the data protection officer.

### **What if I am not happy with how the Foundation handles my concerns?**

If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

### **Who is the Data controller?**

The Sir John Brunner Foundation.

### **Who is the Data Protection Officer and how do I contact them?**

The following have responsibility for Data Protection within the Foundation:

The Sir John Brunner Foundation – Kathryn McBurnie – [Kmcburnie@sjbf.org.uk](mailto:Kmcburnie@sjbf.org.uk)