

Job Applicant Privacy Notice

Data controller: Friends International, The Rowan Centre, All Nations Christian College, Easneye, Ware, Hertfordshire SG12 8LX

As part of any recruitment process, Friends International (FI) collects and processes personal data relating to job applicants. FI is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does FI collect?

FI collects a range of information about you. This may include:

- Basic information about yourself, such as full name, phone number, email address, postal address, gender and information to verify your identity;
- Information regarding your employment and educational history; your qualifications, skills, experience and career aspirations; and your interests and referee contact details;
- Nationality;
- Certificates of training;
- Driving licence details;
- Information about your entitlement to work in the UK;
- Documents providing nationality (Birth certificate, Passport and if applicable, visas);
- Criminal record;
- Proof of national insurance number;
- Information about your current level of remuneration, including benefit entitlements; and
- Whether or not you have a disability for which FI needs to make reasonable adjustments during the recruitment process;

FI may collect this information in a variety of ways. 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.

FI may also collect personal data from third parties, for example by seeking references from former employers and referees you have supplied to us during the application process. FI may seek this information from third parties before a job offer has been made. You can indicate on the application form if you prefer us not to seek references before a job offer has been made, however any job offer made would be conditional on satisfactory references being received. Checks required with employment background check providers or with the Disclosure and Barring Service to obtain necessary criminal records checks would normally be requested after a job offer has been made.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email), Microsoft Office 365, and locked filing cabinet.

Why does FI process personal data?

FI needs to process data to take steps at your request prior to entering into a contract with you. It will also need to process your data to enter into a contract with you should a job offer be made and subsequently accepted by you.

In some cases, FI needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

FI 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 FI to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. FI may also need to process data from job applicants to respond to and defend against legal claims.

FI may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. FI processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, FI is obliged to seek information about criminal convictions and offences. Where FI seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

FI will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise and may be dependent on the role you applied for. All roles would include members of the HR and recruitment team. Applications for senior roles may include the Friends International Trustees. Some technical, financial or operational roles may include a specialist interviewer. Field roles would include Regional Directors, Cluster Leaders and Team Leaders who manage the location (Centre) in which the vacancy exists and the branch or development group committee who represent local churches in that Centre. IT staff may also access your data but only if such access is necessary for the performance of their roles.

FI may share your data with third parties, for example by seeking references by former employers and referees you have supplied as part of the application process or with specialist interviewers where required for the role you have applied for. FI may seek this information from third parties before a job offer has been made. However, should checks be required with employment background check providers to obtain necessary background checks or with the Disclosure and Barring Service to obtain necessary criminal records checks, these will only be requested after a job offer has been made.

FI may from time to time transfer your data outside the European Economic Area. If we do store your personal data outside the EEA we will take all reasonable steps to ensure your personal data is treated as securely and safely as it would be if that data was within the UK or EEA under GDPR.

How does FI protect data?

FI 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. Computer files are kept securely with only the people outlined above able to access them. Paper files are always kept locked with only those people outlined above able to access them.

For how long does FI keep data?

If your application for employment is unsuccessful, FI will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, 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 will be provided to you in a new privacy notice.

Your rights

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

- access and obtain a copy of your data on request. This is commonly known as a “data subject access request” and enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it;
- require FI to change incorrect or incomplete data
- require FI to delete or remove your data where there is no good reason for FI to continue processing it. You also have the right to ask FI to delete or remove your personal information where you have exercised your right to object (see below);
- object to the processing of your data where FI is relying on our legitimate interests as the legal ground for processing and there is something about your particular situation which makes you want to object to processing on this ground. Legitimate Interest means the interest of the company’s business in conducting and managing our business to enable us to give the best service/product; and
- request the transfer of your data to another party

If you would like to exercise any of these rights, please contact us at data_protection@friendsinternational.uk

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

What if you do not provide personal data?

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

Automated decision-making

Recruitment processes are not based on automated decision-making.

Modifications

FI will change this Privacy Policy periodically to reflect changes in the law or feedback from those who use our services. The effective date of this Privacy Notice is displayed below. Please check back periodically, especially before you provide any personally identifiable information.

This Job Applicant Privacy Notice was last updated on 25th April 2019