

## **Privacy Notice for Applicants.**

This Privacy Notice explains the reasons why IRC-UK collects and processes personal information from job applicants.

Data controller: International Rescue Committee UK, 100 Wood Street, 6<sup>th</sup> Floor, London, EC2V 7AN

Person responsible for data processing compliance: Senior Director of Finance & Operations at [gdpr@rescue.org](mailto:gdpr@rescue.org)

As part of any recruitment process, IRC-UK collects and processes personal data relating to job applicants. IRC-UK is committed to being transparent about how it collects and uses that data and in meeting its data protection obligations. The data will be used to decide whether to employ you, to check you have right to work in the UK, and to determine what salary and other terms to offer.

### **What information does IRC-UK collect?**

IRC-UK collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which IRC-UK needs to make reasonable adjustments during the recruitment process;
- whether you know or are related to any employees or members of the Board of IRC UK
- 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.

IRC-UK may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests. IRC UK uses an online application system operated by a third party, Cornerstone On Demand. You find a link to their privacy notice here.

IRC-UK may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background checks and information from criminal records checks. IRC-UK will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your online application record, in the HR applicant tracking system; *Cornerstone* and on other IT systems (including email).

### **Why does IRC-UK process personal data?**

IRC-UK needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, IRC-UK 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.

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

IRC-UK will process health information about whether or not applicants are disabled to ascertain if it needs to make reasonable adjustments to the recruitment process. This is to carry out its obligations and exercise specific rights in relation to employment.

Where IRC-UK processes other special categories of data, such as information about ethnic origin, sexual orientation, religion or belief, this is for equal opportunities monitoring purposes, and this data will be collected in an anonymised format.

For some roles, IRC-UK is obliged to seek information about criminal convictions and offences. Where IRC-UK 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.

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

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy, IT staff if access to the data is necessary for the performance of their roles. Systems that may include this type of information include time keeping, emergency response and business continuity and HRIS.

IRC-UK will not share your data with other third parties, unless your application for employment is successful and it makes you an offer of employment. IRC-UK will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks [and the Disclosure and Barring Service to obtain necessary criminal records checks].

Your data may be transferred to countries outside the European Economic Area (EEA) to inform HR and management decisions taken by IRC Inc employees. Data is transferred outside the EEA on the basis of organizational, legal or regulatory need such as talent management, records archiving in accordance with donor records retention requirements. All data transfer must comply with the safeguarding requirements as set forth in the IRC Global Information Security Policy

IRC-UK 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. All access to personal information, regardless of media, must be appropriate to the user role as set forth in the IRC Acceptable Use Policy. The IRC Global Information Security Policy is based on ISO 27002 and details significant technical, administrative and physical security controls required to protect the confidentiality, integrity and availability of data.

### **For how long does IRC-UK keep data?**

If your application for employment is unsuccessful, IRC-UK will hold your data on file for no more than six months after the end of the relevant recruitment process for consideration for future employment opportunities. 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, plus seven years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

### **Your rights**

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

- access and obtain a copy of your data on request;
- require IRC-UK to change incorrect or incomplete data;
- require IRC-UK to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where IRC-UK is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Senior Director of Finance & Operations on [gdpr@rescue.org](mailto:gdpr@rescue.org)

If you believe that IRC-UK has not complied with your data protection rights, you can complain to the Information Commissioner. Contact details can be found on the website: [www.ico.org.uk](http://www.ico.org.uk).

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

You are under no statutory or contractual obligation to provide data to IRC-UK during the recruitment process. However, if you do not provide the information, IRC-UK 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.

### **Automated decision-making**

Recruitment processes are not based solely on automated decision-making.