

Recruitment Privacy Notice

Revision History

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Recruitment Privacy Notice

The “Charity”, “we”, “us”, “our” for the purposes of this notice means Worldwide Cancer Research which is a data controller in its own right for the purposes of data protection law.

As part of our candidate application and recruitment activities we collect, process and store personal and special categories of data which may directly or indirectly identify you (together “personal information”). We process personal information for a range of purposes relating to general recruitment activities as well as the recruitment process and this may include your application, assessment, pre-employment screening, and your worker permissions. This Recruitment Privacy Notice sets out:

- why we collect your personal information;
- what information is collected and;
- how it is processed within the recruitment process.

Throughout this document we use the term “processing” to cover all activities involving your personal information, including collecting, handling, storing, sharing, accessing, using, transferring and disposing of the information

1. Why do we process your personal information?

We only process your personal information where we are lawfully permitted for one or more of the purposes set out below. Not all of the purposes set out below will apply to you all of the time.

- a) **Application:** activities carried out in the course of receiving and assessing candidate applications, including reviewing general applications or applications for specific jobs and processing information to enable subscription to our job alerts. This may involve the processing of your CV, name, address, employment history, academic and professional qualifications, age, diversity data including gender, ethnicity, disability, sexual orientation, nationality and previous disciplinary matters;
- b) **Assessment:** activities carried out in the course of assessing candidate suitability for roles at the Charity, which may involve the processing of your CV, interview (face to face, telephone or video), behavioural assessments (such as a role play, group exercise or presentation), technical assessments;

2. What personal data will be processed?

In general, we collect personal information directly from you in circumstances where you provide personal information to us by applying directly for a role at the Charity, or information that we learn about you through your interactions with us, or with third parties (e.g. recruitment agencies).

We may also collect personal information about you from third parties, including, for example, when a referee provides information about you, or from other sources where you have made your personal information publically available for the purposes of recruitment on

jobs boards, LinkedIn (or other publically available social media networks and databases). Here are some examples of the type of information we may process about you.

- Personal details such as name, address, email address and date and place of birth;
- Work history/job data; previous employers, positions, dates, etc.;
- Compensation; basic salary, benefits, bonuses, etc.;
- Education and work history including professional qualifications and skills;
- Employer feedback / references, to include regulated references where necessary;
- Nationality / visa / right to work permit information; (e.g. passport, driving licence, National Insurance numbers);
- Photographs and images from recorded assessments or Assessment results e.g. video or telephone assessment.

Special Category Information

During the process we may also inadvertently capture some special categories of personal information about you (e.g. information relating to your racial or ethnic origin, religious or philosophical beliefs, trade union membership, physical or mental health or condition, sexual orientation), where this has been provided or made publically available by you or can be inferred from your CV.

We may also process certain special categories of information about you (e.g. information about a physical or mental health or condition) in order to make reasonable adjustments to enable our candidates to apply for jobs with us, to be able to take online/telephone assessments, to attend interview, to prepare for starting at the Charity (if successful) and to ensure that we comply with regulatory obligations placed on us with regard to our hiring.

We will only process special categories of information where we have obtained your explicit consent or where permitted by applicable laws (and then only when necessary for the purposes mentioned above). Where we are processing personal information based on your consent, you have the right to withdraw that consent at any time where there is no other legal basis for the processing.

3. Who will see your personal data?

The Charity will need to share your personal information internally and may require to share it with some external parties

The recruitment process will involve:

- Assessing and progressing your application;
- Assessing your suitability (skills, strengths, behaviours for the role);
- Activities needed to complete the on-boarding and screening process should your application be successful.

To enable these processes your personal information may be shared internally, but the information shared is limited to what is required by each individual to perform their role in the recruitment process.

Your personal information may be shared internally with the following people:

- Those employees who would have managerial responsibility for you or are acting on their behalf;
- Employees in HR who have responsibility for certain HR processes (for example, recruitment, assessment);
- Employees in IT and system owners who manage user access;

We may also need to share your information with certain external third parties including:

- Companies who provide recruitment and candidate interview and assessment services to the Charity;
- Individuals and companies that you have previously worked for who may provide references/recommendations to the Charity;
- Other third-party suppliers (or potential suppliers), who provide services on our behalf.

4. Our lawful basis

- We process your personal information in the administration of your application and for general recruitment purposes as part of the necessary steps before entering into a contract;
- The Charity will also process your personal information where it is required by law or regulation.
- During the course of your application it may also be necessary for the Charity to process special categories of information about you (as per the detail in section 2(b) and Schedule 1 of this notice) where we have obtained your explicit consent or where permitted by applicable laws.

5. Storage and Transfer

Our HR and Recruitment systems are protected to ensure that unauthorised or unlawful processing of personal information, accidental loss or destruction of, or damage to, personal information does not occur. This is done in accordance with the WCR Information Security Policy.

The Charity also requires its third party suppliers or recipients of personal information to guarantee the same level of protection as provided by the Charity.

We will always use secure file transfer protocols (SFTP) when sharing personal information externally.

6. Retention

If your application for employment is unsuccessful, we will hold your data on file for six months after the end of the relevant recruitment process.

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.

We have a data retention policy that sets out the periods for retaining and reviewing all information that we hold. This sets out different retention periods for all information we hold. We review our data retention periods regularly and will only hold your personal information for as long as is necessary for the relevant activity or as required by law (we may be legally required to hold some types of information) or as set out in your employment contract with us

7. Your Rights

- Request and receive a copy of all data held about you by Worldwide Cancer Research
- Ask to have all personal data that has been collected permanently erased
- Ask to have any part of specific personal data rectified
- When collection of data is based on consent, you have the right to withdraw consent at anytime
- You have the right to lodge a complaint with a supervisory authority. In the UK this is the Information Commissioners Office.

For more information about your rights and other processing then read our full Privacy Policy at <https://www.worldwidecancerresearch.org/who-we-are/privacy/>

8. Contact Information

If you have any queries relating to this notice or our recruitment process, then please contact

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