



## Applicant Privacy Notice

**Data controller: Christian Aid**, a company limited by guarantee, registered in England and Wales with company number 051715525 and registered charity number 1105851, of which the registered office is Inter-Church House, 35 – 41 Lower Marsh, London SE1 7RL

**Data protection officer:** Will Denton, Christian Aid Data Protection Manager [w Denton@christian-aid.org](mailto:w Denton@christian-aid.org).

**Data Processor: eArcu, Mardell House, 9-11 Vaughan Road, Harpenden Herts AL5 4HU**

As part of any recruitment process, Christian Aid collects and processes personal data relating to job or volunteer applicants. Christian Aid is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information does Christian Aid collect?

Christian Aid 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;
- whether or not you have a disability for which Christian Aid needs to make reasonable adjustments during the recruitment process;
- 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.

Christian Aid collects 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.

Christian Aid will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. Christian Aid will seek information from third parties only once a job or volunteering 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 application record, in HR management systems and on other IT systems (including email).

### **Why does Christian Aid process personal data?**

Christian Aid needs to process data to take steps at your request prior to entering into a contract or volunteer agreement with you. It also needs to process your data to enter into a contract with you.

In some cases, Christian Aid 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.

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

Where Christian Aid relies on legitimate interests as a reason for processing data, it has considered whether those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Christian Aid 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.

Where Christian Aid processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, Christian Aid is obliged to seek information about criminal convictions and offences. Where Christian Aid 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. Christian Aid 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 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 and IT staff if access to the data is necessary for the performance of their roles.

Christian Aid will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Christian Aid 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 outside the European Economic Area (EEA) to allow a panel member based overseas to take part in the short-listing process. Data being transferred outside of the EEA will be done so on the basis of an adequacy decision, model contractual clauses or another legitimate basis set out under the legislation.

## **How does Christian Aid protect data?**

Christian Aid 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.

Where Christian Aid 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.

## **For how long does Christian Aid keep data?**

If your application for employment is unsuccessful, Christian Aid will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow Christian Aid to keep your personal data on file, Christian Aid will hold your data on file for a further period 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 or to volunteer is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment or volunteering. The periods for which your data will be held will be provided to you in a new privacy notice (employee or volunteer) and will be in line with our corporate Data Retention Policy.

## **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 Christian Aid to change incorrect or incomplete data;
- require Christian Aid to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Christian Aid is relying on its legitimate interests as the legal ground for processing; and
- ask Christian Aid to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override Christian Aid's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Will Denton at [wdenton@christian-aid.org](mailto:wdenton@christian-aid.org). You can make a subject access request by completing Christian Aid's Subject Access Request, which can be obtained from the Data Protection Officer names above.

If you believe that Christian Aid 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 Christian Aid during the recruitment process. However, if you do not provide the information, Christian Aid 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.