

JOB APPLICANT PRIVACY NOTICE

Effective date : 25th May 2018

As part of its recruitment process, Open Knowledge International collects a range of data about you. This includes:

- Your name, contact details including email address, telephone number and address
- Details of your skills, qualifications, experience and employment history
- Information regarding your right to work in the UK
- Information about how you heard about the position you are applying for
- Details regarding your current level of remuneration and any work benefit entitlements

This information will be collected from your CV and/or covering letter on application, or collected through interviews or other forms of assessment, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal record checks, as applicable.

This 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).

What is the purpose of processing your data?

Open Knowledge International has a legitimate interest in processing your data during a recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess your skills, qualifications and interests against our career opportunities and decide to whom to offer a job. It helps us to make improvements to our recruitment practices including improving diversity in recruitment practices. We may also need to process data from job applicants to respond to and defend against legal claims.

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data to enter into a contract with you.

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

We may also collect health information in order to make reasonable adjustments to the process for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

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

Who has access to your data?

Your information will be shared internally with selected staff for the purposes of the recruitment exercise. This includes members of the Leadership Team, Board of Directors, HR, 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.

We will not share your data with any third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, to obtain necessary background checks and depending on the role, criminal records checks.

Some of these third parties may be located in countries outside the European Economic Area, for example if we use a third party for hosting portals such as the recruitment portal. Where we do so, we will ensure that appropriate measures are put in place to keep your Personal Data secure.

How will your data be protected?

Your data will be protected through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by our employees except in the proper performance of their duties.

Where we share information with third parties located outside the European Economic Area, as a minimum, we will require that such personal information is protected as required by the applicable laws of that country. We also require our third party suppliers or recipients of personal information to guarantee the same level of protection as provided by us.

How long will your data be retained?

If your application is unsuccessful, we will keep your personal data on file for a period of 12 months after the end of the relevant recruitment process, in case there are future employment opportunities for which you may be suited. At the end of that period or once you withdraw your consent, your data will be deleted or destroyed.

You are free to withdraw your consent at any time by notifying the HR team at hr-team@okfn.org in writing.

Unsolicited cvs received outside of a recruitment process, will be deleted and the candidate notified. If we would like to keep your cv on file for future recruitment rounds, we will ask for your consent before your data is retained for this purpose and you are free to withdraw your consent at any time.

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.

Your rights

As a data subject, you are entitled to see the information we hold on you. You can also request changes to be made to incorrect information. You can ask for information to be deleted or processing stopped if you legitimately think that we should not be processing for example where the data is no longer necessary for the purposes of processing or to change any incorrect or incomplete data we hold on you.

If you would like to exercise any of these rights, please contact the HR team at hr-team@okfn.org.

If you believe that we have not complied with your rights, we ask that you raise your concern with us in the first instance. You can also complain to the Information Commissioner at <https://ico.org.uk/concerns/>.

What if you do not provide personal data?

There is no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we 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

Our recruitment processes are not based on automated decision making.

This privacy notice will be reviewed, and may be revised, from time to time.

Last updated May 25, 2018