



Policy: Job Applicant Privacy Notice

Ref: P41.4

Data controller: Zacchaeus 2000 Trust, 10 Buckingham Palace Road, London SW1W 0QP

As part of any recruitment process, Z2K collects and processes personal data relating to job applicants. Z2K is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does Z2K collect?

Z2K 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
- details of your references
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK

Z2K 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. Z2K may also collect personal data about you from third parties, such as references supplied by former employers. Z2K 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 application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

Z2K needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the organisation 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.

Z2K 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 Z2K to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Z2K may also need to process data from job applicants to respond to and defend against legal claims.

Z2K 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. Z2K processes such information to carry out its obligations and exercise specific rights in relation to employment. For some roles, Z2K is obliged to seek information about criminal convictions and offences. Where Z2K 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.

Z2K will not use your data for any purpose other than the recruitment exercise for which you have applied, although should an employment opportunity for which you may be suited arise at the same time of your application, Z2K may inform you of this opportunity and you will be given the opportunity to apply for that opportunity.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes administrative staff if access to the data is necessary for the performance of their roles.

Z2K will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data, with your knowledge, with the references you provided to obtain references for you, and the Disclosure and Barring Service to obtain necessary criminal records checks.

Other than office equipment in Z2K's office, Z2K uses other IT systems to process your data such as cloud based Microsoft Office 365 for its emails and a secure NAS server with restricted area access for document storage. Z2K aims to keep your data within the European Economic Area (EEA). Where Z2K needs to use the services of an IT provider who has to have your data transferred outside the European Economic Area (EEA) for processing, for example, Salesforce, Z2K will ensure that the provider meets the requirements of GDPR, for example, the country has an adequate level of protection for personal data by The European Commission or if the provider is based in the US, it is part of the EU-US Privacy shield.

How does the organisation protect data?

Z2K 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. Paper application forms are kept in a locked drawer only accessible by the Office Manager and Chief Executive and access to the recruitment@z2k.org email account is limited to the Office Manager and Chief Executive.

For how long does the organisation keep data?

If you have not been shortlisted for the role, Z2K will hold your data on file for 6 months after the vacancy has been filled. If you have been shortlisted for the role but your application for employment is unsuccessful, Z2K will hold your data on file for 6 months after the vacancy has been filled. At the end of that period, 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;
- require Z2K to change incorrect or incomplete data;
- require Z2K 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 Z2K is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Tanya Sutton, Office Manager at tanyasutton@z2k.org. Our full Subject Access Request policy can be found on our website. To get in touch with us about any of these rights or access your data, please find herewith links to our Data Subject Rights Request form.

If you are unhappy with how we are using your personal data, we would like to hear about it. Your feedback helps us learn and improve. To make a complaint to Z2K please contact us on 0207 259 0801. If you believe that Z2K has not complied with your data protection rights, you can complain to our regulator, who is the Information Commissioner's Office in the UK.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Z2K during the recruitment process. However, if you do not provide the information, Z2K may not be able to process your application properly or at all.

Automated decision-making

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

Monitoring & Review

Date created: 01 May 2018

Date last updated: September 2020

Date of next review: November 2021

Responsible for Review: Chief Executive & Office Manager