

Job Applicant Privacy Notice - We The Curious

As part of any recruitment process, We The Curious collects and processes personal data relating to job applicants. The organisation is committed to being open and transparent about how it collects and uses that data and to meeting its obligations under GDPR.

What information do we collect?

We The Curious collects a range of information about you when you fill out our application form on our recruitment portal. 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
- we collect equal opportunities information about your gender, ethnicity, sexual orientation, health and religion or belief. Candidates are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.
- Information about your entitlement to work in the UK.

We The Curious may collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in our HR management system.

Why does We The Curious process personal data?

We need to process data to take steps at your request prior to entering into a 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 legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

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

We The Curious may process special categories of data, such as information about ethnic origin, religion or belief, sexual orientation and disability, to monitor recruitment statistics. Our organisation does not discriminate on the basis of sexual orientation, ethnicity, age, disability, medical conditions, gender identity or expression. In order to track the effectiveness of our recruiting efforts in terms of equal opportunities, we may report on this information, anonymising all data used in reports. Consent for us to report on your equal opportunities data can be withdrawn at any time (see 'Your Rights' section).

We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability at the interview stage. We process such information to carry out its obligations and exercise specific rights in relation to employment.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes sharing with members of the HR team, Recruiting Managers and interviewers involved in the recruitment process.

The organisation shares your data with the third party data processor that manages our Application Tracking System. Other than that, we will not share your data with 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.

How does We The Curious protect data?

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the organisation 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. The organisation ensures that any 3rd party data processors are GDPR compliant.

For how long does We The Curious keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (in the HR Management system and in electronic and paper based files) and retained during your employment. The periods for which your data will be held will be provided to you in a new employee 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 the organisation to change incorrect or incomplete data;
- require the organisation 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 We The Curious is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights or to make a subject access request, please contact the Data Protection team via information@wethecurious.org.

If you believe that the organisation 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 We The Curious 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.