

## Privacy Notice – Candidates

We are Conciliation Resources, an independent international organisation working with people in conflict to prevent violence, resolve conflicts and promote peaceful societies.

At Conciliation Resources, we are committed to protecting and respecting your privacy and safeguarding any personal data that you give to us. We are transparent about the processing of your personal data and this notice sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

We are a controller under the UK GDPR and the Data Protection Act 2018.

Conciliation Resources is a charity registered with the Charity Commission of England and Wales (number 1055436) and a company limited by guarantee registered in England and Wales (number 03196482).

We are based in the UK, and located at Burghley Yard, 106 Burghley Road, London NW5 1AL.

Data Protection Officer: Esther Dummett (International Safety and Compliance Manager)

Phone: +44 (0)20 7359 7728 (UK)

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### What kind of personal data do we collect and process?

1. We collect information about our prospective employees when they apply for employment with us, and we process it on an on-going basis. We will process the following data:
  - Your application form containing your name, contact details, education and qualifications.
  - A copy of each reference obtained for you;
  - Documentary evidence of any qualifications
  - In order to employ you, we are required to establish your identity and your right to work in the UK. We will need a copy of your birth certificate and passport (if any) (name, date of birth, nationality, photo, passport number)
  - Depending upon the position, we may require a basic criminal record certificate. A basic certificate will contain details of convictions and cautions from the Police National Computer (PNC) that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974.
  - Equality and Diversity information, such as data revealing racial or ethnic origin, religious or philosophical beliefs, health or sexual orientation.
  - If you require reasonable adjustments in order to attend for an interview, then we will process your health data.

2. Personal data we receive from other sources.

We will receive information about you from your referees.

### **Why do we collect and use your personal data?**

We ask you for personal details to assess your suitability as a candidate and to provide the best possible recruitment experience.

Your submission of your CV or application is with your consent.

We will then process the data in your application or CV and the data collected on you during the recruitment process in order to assess your suitability for the position under the legal basis of legitimate interest.

We have a legal obligation to perform right to work checks on potential staff.

We have a legal obligation to comply with financial sanctions. We need your name and date of birth to check you against the financial sanctions lists. To avoid any errors, we ask for your passport to ensure that we get your full name and date of birth correct.

We like to ensure that we are an equal opportunity employer and therefore, will ask you to complete an Equality and Diversity Questionnaire as part of the recruitment process. Equality and Diversity Questionnaires are considered to be a task in the public interest by the government.

We process the following data under legitimate interest:

- o We hold your CV and all data collected during the recruitment process for six months in the unlikely event of any employment tribunal claims; and
- o All personal data is stored securely on servers and in the cloud.

### **How do we share your data with third parties?**

We share your personal data with third parties where required, including:

- Service providers
- Insurers
- Legal and other advisors

All service providers are required to continue to adequately safeguard your personal data.

### **What retention procedures do we use?**

We will keep your CV and recruitment pack information for six months in case of the unlikely event of any employment claims.

## **Do we transfer data out of the UK?**

We do not transfer your data outside of the UK generally. However, if the position for which you are applying is outside of the UK, then we will share data with our office in that country. We can give more information on a specific position and country - please just ask.

## **What are your rights regarding your personal data?**

### **You have the right:**

- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
  - we no longer need it;
  - if we are processing your personal data by consent and you withdraw that consent;
  - if we no longer have a legitimate ground to process your personal data; or
  - we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
- To restrict our processing if it was by legitimate interest.
- To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us.

If you have a concern about the way we are collecting or using your personal data, please raise your concern with us in the first instance. You may also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.