

APPLICANT PRIVACY NOTICE

Under the Data Protection Act 2018 we are letting you know how Unicef UK will collect and use the personal data that you give us during the recruitment process. This information is outlined below.

YOUR PERSONAL DATA

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

INFORMATION WHICH UNICEF UK COLLECTS

Unicef UK 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;
- information about your entitlement to work in the UK, including whether your right to work is dependent on a visa;
- details of any criminal convictions which are unspent under the Rehabilitation of Offenders Act 1974;
- contact details of your referees including their name, address and contact details; and
- whether or not you have a disability for which Unicef UK needs to make reasonable adjustments during the recruitment process;

Unicef UK will collect this information in a variety of ways. For example, data might be contained through online application forms, CVs, obtained from your passport or other identity documents or collected through interviews or other forms of assessment, including online tests.

Unicef UK 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. Unicef UK 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 in paper files, on electronic recruitment files stored in Box, in iTrent (Unicef UK's HR management system), and in Unicef UK's email system.

REASONS FOR PROCESSING EMPLOYEE PERSONAL DATA

Unicef UK 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, Unicef UK 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.

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

Unicef UK also processes special categories of data, such as information about gender, ethnic origin, age, marital status, nationality, religion, sexual orientation and disability to monitor recruitment statistics. This is done for the purposes of meeting Unicef UK's legal requirement to ensure equality, diversity and inclusion in the recruitment process. It also collects information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. You can choose not to give us this information and it will not affect your application in any way. Special categories of data are not shared with the recruiting panel, except where we need to make reasonable adjustments to allow you to attend the interview.

SAFEGUARDING

Our commitment to children's rights also means a commitment to safeguard the children with and for whom Unicef UK works. In order to meet this commitment we will carry out background checks to the highest appropriate level for all eligible employees, trustees, volunteers, agency workers, casual workers and consultants, or anyone working for or on behalf of Unicef UK.

For roles that will have regular or unsupervised contact with children Unicef UK is obliged to seek information about criminal convictions and offences. Where Unicef UK 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. It will do this by carrying out Disclosure and Barring Service checks. More information on how we use disclosure checks can be found [here](#).

For roles which do not have contact with children, Unicef UK will seek information about only unspent criminal convictions and offences. Where Unicef UK seeks this information, it does so as it has a legitimate interest in meeting its commitment to

children's rights and its commitment to safeguard the children with and for whom Unicef UK works. It will do this by carrying out Disclosure and Barring Service checks.

WHO HAS ACCESS TO PERSONAL 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.

Unicef UK will share your data during the recruitment process with third parties Midland HR who manage Unicef UK's online recruitment portal and SHL who administer the psychometric testing tools we occasionally use as part of our recruitment process.

Unicef UK will not share your data with other third parties unless your application for employment is successful and it makes you an offer of employment. Unicef UK will then share your data with former employers to obtain references for you; and Swiftcheck who process criminal records checks from the Disclosure and Barring Service.

Applicant data will be transferred to countries outside the European Economic Area (EEA) as part of the Box content management and file sharing service used by Unicef UK. Data is transferred outside the EEA on the basis of the EU-US Privacy Shield Framework.

RETENTION OF APPLICANT PERSONAL DATA

Unicef UK 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 Unicef UK 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 UNICEF UK KEEP YOUR PERSONAL DATA?

If your application for employment is unsuccessful, Unicef UK will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow Unicef UK to keep your personal data on file, Unicef UK will hold your data on file for a further 6 months 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 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 Unicef UK to change incorrect or incomplete data;
- require Unicef UK 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 Unicef UK is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Director of People by emailing recruitment@unicef.org.uk.

If you believe that Unicef UK has not complied with your data protection rights, you can complain to the Director of People. If they are unable to resolve your complaint to your satisfaction, then 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 Unicef UK during the recruitment process. However, if you do not provide the information, Unicef UK may not be able to process your application properly or at all.

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