

# Recruitment Privacy Notice

Save the Children is committed to protecting the privacy of anyone who applies for employment or other engagement with us. Please read this Privacy Notice carefully to understand how we collect, use, and store the personal data of job applicants and their referees in accordance with the Data Protection Act 2018 (the '2018 Act') and the EU General Data Protection Regulation (the 'GDPR').

If you accept employment with or are otherwise engaged by us, we will collect more information about you and make other uses of your information – this will be explained to you at the commencement of your employment.

This Privacy Notice should be considered in addition to our [Privacy & Cookie Policy](#) available on our website.

The processing of your personal data is carried out by or on behalf of:

- The Save the Children Fund (SCUK), a registered charity in England and Wales (213890) and in Scotland (SC039570), and a company limited by guarantee in England and Wales (178159);
- Save the Children (Sales) Limited, a registered company in England and Wales (875945);
- Hosted entities of Save the Children Fund, including but not limited to:
  - The Start Network
- Subsidiaries of the Save the Children Fund, including but not limited to:
  - Humanitarian Leadership Academy, a charity registered in England and Wales (1161600) and a company limited by guarantee in England and Wales (9395495).
  - Elrha, a charity registered in England and Wales (1177110) and a company limited by guarantee in England and Wales (11142219).

These organisations are referred to collectively as 'Save the Children' or 'we' throughout this Notice.

If you have any questions or concerns regarding this Recruitment Privacy Notice or our processing of your personal information, please contact:

The Data Protection Officer  
Save the Children  
1 St John's Lane  
London  
EC1M 4AR  
Email: [dataprotection@savethechildren.org.uk](mailto:dataprotection@savethechildren.org.uk)

## What information do we collect?

The information about you we may collect, hold and process is set out below:

(1) Information collected and processed for finding you a suitable role is as follows:

- Your name;
- Your address;

- Your email address;
- Your telephone number;
- CV/work history and covering letter;
- Job preferences including role, geographical areas and salary
- Login credentials for the use of our Careers website; and
- Any other work-related information you provide, for example your education, training or professional certificates or documentation.

(2) Information collected to assess your right to work and other pre-employment checks:

- Proof of identity and address (including passport, driving license, utility bills);
- Permits and visas (as applicable);
- Date of birth;
- National insurance number;
- Full details of employment history;
- Outcome of criminal record checks and, where relevant, information about your criminal record;
- For a limited number of roles, financial, security clearance or adverse media checks;
- Medical information (as applicable);
- References;
- Financial information (including but not limited to payroll details, court orders and statutory payments); and
- A record of our communications with you by email and telephone.

### **How do we collect your personal information?**

This information will have been provided by you (for example, when you submit a job application in interviews or through the completion of tests), or a third party (for example, a job board, recruitment agency, a referee, or the Disclosure Barring Service) either directly or through a third-party service provider (for example, a provider used for performing background checks, financial and/or security clearance checks or similar services).

In order to protect our operations and comply with our legal and regulatory obligations, Save the Children will always take up references (including criminal background checks) before making an unconditional offer of employment and may do this at any stage of the recruitment process, unless you specifically request otherwise in writing.

When we ask you to provide information about yourself, we will tell you if the information requested is purely voluntary and you can, if you wish, decline to provide the information. Otherwise, you should assume that we need the information for our recruitment purposes. If you are uncertain as to Save the Children's need for information that we request from you, please raise the question with the person requesting the information.

Save the Children accepts applications from any country in the world. However, you are responsible for ensuring that your application and the way it is submitted complies with data protection, privacy and other laws applicable in your country of residence.

### **Do we process 'sensitive' personal information?**

Under data protection law, certain categories of personal information are recognised as sensitive, including health information and information regarding race, ethnic origin, religious beliefs, political opinions, sex life (e.g., sexual orientation), and criminal background ('sensitive personal data').

We may collect some sensitive personal information about you during the recruitment process to monitor equal opportunities or to comply with our legal obligations under employment law, including information about ethnic origin, disabilities, sexual orientation, (in the case of applications for jobs in Northern Ireland only) religion, and, where relevant, criminal background.

Information regarding your ethnic origin, sexual orientation and religion will not be visible to any member of staff as part of the recruitment process. It is used only to produce analysis for equality of opportunity monitoring purposes.

Information regarding disabilities is used for equality of opportunity monitoring purposes, to assess suitability for particular jobs and to consider whether adjustments may need to be made to accommodate an applicant with a disability.

### **How do we use your information?**

Save the Children may use your information listed in (1) above as follows:

- to assess your suitability for employment;
- to keep you informed of available opportunities as they arise;
- to keep you informed about services offered by us; and
- to monitor recruitment statistics.

Save the Children may use the information listed in (2) as follows:

- to establish that you have the right to work;
- to take up references;
- to undertake relevant security and criminal record checks as required and as permitted by law;
- to deal with any medical and health and safety issues relating to certain positions;
- to put in place more formal contractual arrangements and documentation once a role is confirmed; and
- to pay you if you are successfully placed.

### **How will we use your information if you have applied for a roster position?**

Vacancies advertised as roster positions will not automatically translate into a paid role with Save the Children. A roster is a pool of candidates who have been vetted as suitable candidates through the application process and who are ready for immediate selection.

For these positions we will undertake recruitment, selection and pre-employment checks and keep your details on our internal roster file. For certain roles that require a professional membership, for example medical professionals such as doctors, we will confirm your eligibility.

We will then contact you directly following the criteria you have stated as your preferred method of contact in cases where we have work available.

Once you are included in a roster, you will be periodically contacted by email to confirm your continued interest in upcoming job openings. You may choose to temporarily put on hold or permanently withdraw your roster candidature at any time.

### **How will we disclose the information we have collected to outside parties?**

Save the Children may share your personal data with our service providers (including contractors and agents) to carry out to comply with our legal obligations under employment law or for our legitimate interests. For example, we use service providers take up references, and undertake background checks, as referred to above. We enter into contracts with all service providers who process personal data, requiring them to comply with UK data protection laws and to ensure that they have appropriate controls in place to protect the security of your information and to uphold the same standards of care as Save the Children.

Save the Children may share your personal information with other third parties, where reasonably necessary, such as with recruitment agencies working with us in relation to your potential recruitment. We also may disclose your personal information where we are required to do so by the law or regulation of a country in which we operate.

If you submit an application on behalf of another individual, you do so on the basis that you have the express authority of that other individual to make the application and that they have been provided with all the information set out in this Recruitment Privacy Notice.

When recruiting for a post based in another country, Save the Children UK will sometimes need to share your personal information with a limited number of staff members working for Save the Children International or another Save the Children member organisation working in that country to progress the recruitment process. Such staff will usually be located within the European Economic Area (EEA) but may be outside the EEA. If such a transfer outside of the EEA is required as part of the recruitment process, we will make this clear in the advert or will contact you with further information.

Personal data will not be transferred to a country or territory outside the EEA unless that country or territory outside the EEA ensures an adequate level of protection or the appropriate safeguards are in place for your rights and freedoms, such as on the basis of an agreement designed to protect your data with Save the Children International or the relevant Save the Children member organisation in the form approved for this purpose by the European Commission.

### **How do we protect and retain your personal information?**

We take appropriate physical, electronic and managerial measures to ensure that we keep your information secure, accurate and up to date. Although we use appropriate security measures once we have received your personal information, the transmission of information over the internet is never completely secure. We do our best to protect personal information, but we cannot guarantee the security of information transmitted to our website, so any transmission is at the user's own risk.

We may retain information about you throughout the recruitment process. Some information will be retained after the process ends. If you begin employment with us, we will keep relevant parts of your application and other information you have provided to us during the recruitment process in your HR file. We keep the information in this file secure and will use it for personnel administration and management purposes. We will keep this information for the duration of your employment with us and for 7 years thereafter.

If your application is not successful we may keep your information for a reasonable period of no more than 9 months from the date on which you are notified. If during this time there are other roles for which we believe you may be suited, we may contact you with details of the relevant vacancy. After this, we will securely delete your personal data.

If you have been included in a roster and have then withdrawn, your information will be kept for a reasonable period of no more than 9 months from the date of your withdrawal unless you have been previously deployed from the roster, in which case your information will be kept for 7 years from the end of your last deployment.

We will delete or restrict/discontinue the processing of personal data when it is no longer needed in accordance with our own policies and in accordance with applicable law. As a general principle, we do not retain personal information for longer than we need it, given the purposes for which it is held.

### **How do we use Cookies on this site?**

This site uses "session cookies" - small amounts of data downloaded to visitors' computers on the basis of the information collected about their visits - to store visitors' preferences; record session information; and customise Web page content based on browser type and user profile information.

Visitors will generally be able to configure their browsers to accept or reject all or some cookies, or notify them when a cookie is downloaded - each browser is different, so you should check the "Help" menu of your browser, or go to [www.allaboutcookies.org](http://www.allaboutcookies.org), to learn how to change cookie preferences. For more information about our cookies also see our [Cookie Policy](#).

### **Why are we allowed to process your personal information?**

Generally, our processing of your personal information as described in this Privacy Notice is allowed by the 2018 Act and GDPR because we have a legitimate need to carry out the processing for the purposes described above or to comply with our legal obligations under employment law. Some processing may also be necessary so that we can perform a contract with you or because it is required by other laws or regulations.

We do not rely on consent to collect, use or otherwise process your personal information other than in exceptional circumstances where our processing is genuinely optional – in those circumstances, we will ask for your consent on a case-by-case basis.

### **What other data protection rights do you have?**

Under UK data protection law, you have certain rights over personal information that we hold about you. These rights are summarised below. Please note that exceptions apply to a number of these rights, and not all rights will be applicable in all circumstances.

You can make a complaint or raise a concern about how we process your personal data by contacting our Data Protection Officer (contact details above). You are entitled to correct any inaccuracies in the data we hold about you. In some circumstances, you have the right to object to our processing of your personal data, to ask us to stop making active use of personal data that we retain in our records or to ask that we erase your personal data where we were not entitled under the law to process it or it is no longer necessary to process it for the purpose it was collected.

You have the right at any time to request confirmation of the information we hold about you and to request access your own personal information, subject to any exceptions that may apply. If you would like to make a request for this information, please contact our Data Protection Officer.

If you are not happy with how we have handled your complaint, you can contact the Office of the Information Commissioner, which oversees the protection of personal data in the UK. Alternatively, you may choose to contact the Information Commissioner directly about your complaint, regardless of whether you have raised it with us first ([www.ico.gov.uk](http://www.ico.gov.uk)).