

OGB Recruitment Privacy Notice

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

What information does Oxfam collect?

Oxfam collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- personal relationships with anyone at Oxfam and whether or not you are an existing employee, consultant or volunteer;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability;
- information about your entitlement to work in the UK;
- equal opportunities monitoring information, including sensitive personal data which is about your ethnic origin, sexual orientation, health and religion or belief.

Oxfam may collect this information in a variety of ways. For example, data might be given directly by you contained in application forms, CVs or Cover Letters, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment including online tests.

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

What if you do not provide personal data?

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

Why does Oxfam process personal data?

Oxfam needs to process data to take steps at your request, as an applicant, 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, Oxfam 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 or it may need to administer visa sponsorships. It is also required to undertake criminal background checks (referred to as DBS checks) for some posts to ensure its safeguarding responsibilities. Where a DBS check is required this will be clearly stated in the job advert, so you are aware of these requirements at the outset.

Oxfam retains some personal data obtained during the recruitment process to allow it to carry out a variety of processes which it needs in order to function. These are referred to in law as a 'legitimate interest'. For instance, processing data from job applicants allows Oxfam to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

Oxfam may also need to process data from job applicants to respond to and defend against legal claims.

Oxfam may process information about whether or not applicants are disabled to make reasonable

adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Special Category Data

You may be asked to provide special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief.

You have an option not to answer this information or select prefer not to disclose this information should you wish. If you provide it, this data is used for the following reasons:

- *Disability information during shortlisting process:* Oxfam offers a guaranteed interview scheme should you have a disability and meet the essential criteria for the job. This information may also be used to allow us to carry out this process. It will also help Oxfam to make reasonable adjustments during the recruitment process.
- *Other data:* Where Oxfam processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes in the public interest.

Access to this data is strictly limited. It is not visible to hiring managers. Equality Monitoring reports do not identify individuals, data produced is aggregated and anonymised.

Who has access to data?

Your information may be shared internally or with other Oxfam International members for the purposes of the specific recruitment exercise.

Oxfam may transfer your personal data, including special categories of personal data, to Oxfam Affiliates outside the EEA. If it does so, this will occur under the protections of the European Commission's standard contractual clauses. You may ask to see a copy of these clauses.

Oxfam will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

Oxfam will then share your data with a global high risk profiles screening service provider, Thompson Reuters, using the World-Check data base. After this, Oxfam will share your data with former employers to obtain references for you as per your consent on the application form.

In addition, when you leave Oxfam, Oxfam may process your data to respond to requests for employment references. In addition, OGB participates in the Inter-Agency Scheme for the Disclosure of Safeguarding-related Misconduct in Recruitment Process within the Humanitarian and Development Sector ('Scheme'). Where you apply for employment with another member of the Scheme, they will request a statement from Oxfam disclosing whether you have been found to have committed misconduct (in the form of sexual exploitation, sexual abuse or sexual harassment) while employed at Oxfam. Oxfam will respond to these requests in line with the rules of the Scheme. For details of the Scheme, see this [link](#). For Oxfam's assessment of the privacy impacts of participation in the Scheme, see this [link](#).

Oxfam takes the security of your data seriously and endeavours to ensure appropriate controls are in place to safeguard your data.

For how long does Oxfam keep data?

Should Oxfam need to apply for a work permit in the UK then all applications may need to be stored until the completion of an audit by the UK Visa and Immigration Office or two years from the date the sponsored migrant leaves Oxfam – whichever is sooner.

Oxfam will hold your data in hard copy and/or online recruitment system for up to 18 months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If you are a contingent worker (e.g. a freelancer or a consultant whom we may call upon to work as a contractor), your details may be kept for up to a year after our last engagement with you or while our relationship with you remains current.

In the event that data is required for defence or establishment of legal claims, it may be kept for up to seven years.

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.

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 Oxfam to change incorrect or incomplete data;
- require Oxfam 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 Oxfam is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact our recruitment team at recruitmentteam@oxfam.org.uk or Data Protection Officer at privacy@oxfam.org.uk

In the event that you wish to make a complaint, please contact privacy@oxfam.org.uk or write to us at:

Data Protection Officer
Oxfam House
John Smith Drive
OX2 4JY

If you believe that Oxfam has not upheld your data protection rights, you can complain to the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Or www.ico.org.uk

Automated decision-making

Oxfam does not base any recruitment decisions solely using automated decision-making.

Oxfam GB UK Equal Opportunities Monitoring

Oxfam GB is committed to promoting equality of opportunity and to work to eliminate unfair discrimination for all applicants for paid and unpaid positions, putting equal opportunities into practice is about working to Oxfam's values of empowerment, inclusiveness and accountability.

These notes explain the purpose of the on-line monitoring, the information provided and the way that information will be used. Information contained in the Equality Opportunity Screen regarding your Ethnic Group, Religion and Faith, Sexual Orientation and Disability is deemed to be "sensitive personal /special category" data under data protection regulations.

1. The on-line form monitors your gender, disability, age, ethnicity, religion or faith, caring status, marital status, sexual orientation, and place of birth. Monitoring of such information can be a personal and private issue, but it can also have clear bearing on the workplace, particularly where discrimination, equalities policies and pay and benefits are concerned. Each of these areas have been identified as possible areas of discrimination and it is important to monitor to see if Oxfam GB supports discriminatory practices or assists in overcoming them.

Monitoring provides an evidenced-based platform from which to take action to address the results of monitoring. Analysis of recruitment monitoring information will inform where action needs to be taken to address any potential inequality or barriers to appointment.

2. The information given will be held on the system for a period of 18 months. Access to this data is strictly limited. It is not visible to hiring managers. HR staff will only be able to see data in relation to recruitment in their area of support. There are also a very limited number of technical support staff in OGB who will need access for the performance of their roles, such as system statistical analysis or system troubleshooting.
3. The monitoring we undertake is used for legitimate reporting purposes and as such will only be concerned with statistical analysis using aggregated data and will not be used to identify individuals. Your monitoring information will form no part of selection processes in recruitment., The information given will be used collectively only for the effective implementation of equal opportunity policies.

If you have any queries regarding the monitoring form, please contact recruitmentteam@oxfam.org.uk or our Data Protection team at privacy@oxfam.org.uk