

Privacy Notice: Recruitment

This privacy notice explains how the Anna Freud National Centre for Children and Families (AFNCCF, 'we', 'our', 'us') collects, uses and shares personal data of people who apply for our vacancies ('you', 'your'). Your personal data will be processed as set out in this notice.

If you have any questions about this notice, or the use of your personal data you can contact our Recruitment team (recruitment@annafreud.org) or the Data Protection Officer (DPO@annafreud.org).

AFNCCF is a Data Controller in terms of Article 4 of the General Data Protection Regulation (EU) 2016/679. We collect and process information about your application (your personal data) in paper and electronic form, during the recruitment process. It is held on this recruitment website and on AFNCCF servers.

The personal data we process:

- We collect information about you using the online job application form and supporting statement, including your name, address, contact details, education and employment history.
- We also invite you to complete an online Diversity Monitoring Form, which includes Special Category personal data such as ethnicity, sexual orientation and health and disability questions. These are all optional questions which you can choose not to answer.

How we use your personal data and the legal bases:

- We use your data provided on the application form to shortlist job applications and invite people for interviews. We collect the job application data relying upon Legitimate Interest as our lawful basis (Article 6 (1)(f)).
- The Diversity Monitoring form personal data, which is not used in the selection process, is collected to review whether our recruitment activity is meeting our Equal Opportunities policy goals. Where you supply this information, we rely upon Legitimate Interest (Article 6 (1)(f)) and Consent (Article 9 (2)(a)) to collect it.

Sharing your personal data with others:

- The job application information is gathered on our behalf by a third party, CIPHR Ltd, with whom we have a contract to ensure your data is handled securely and appropriately. You can read the Data Protection clause within their Saas Agreement [here](#).
- Where we make an offer of employment, we may use your data to confirm your work history with previous employers and request references as appropriate, otherwise we do not share your job application data outside the organisation.