

## **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 department ([recruitment@annafreud.org](mailto:recruitment@annafreud.org)) or the Data Protection Officer ([DPO@annafreud.org](mailto: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 a 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, Midland HR, with whom we have a contract to ensure your data is handled securely and appropriately. You can read their Privacy Notice here: <https://www.mhr.co.uk/privacy-policy/>

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 of the organisation.

### International transfers

Our IT Support company may provide support from outside the European Economic Area, which may result in application personal data being transferred outside the European Economic Area. We have a contract in place to ensure this is legally compliant and secure.

### How long your personal data is kept

You do not have to create an account and can apply for jobs as a guest.

If you choose to create a user account, your core application information will be retained on the recruitment site for 12 months, so you can use it to apply for other vacancies at the AFNCCF.

All unsuccessful applications will be securely disposed of after 12 months.

If you are offered a job at the AFNCCF your application will be retained as part of your employment record and this record will be securely destroyed six years after you leave our employment.

### Your rights and further information

You have rights with regard to your personal data:

1. The right to be informed, this privacy notice tells you how we will use your data.
2. The right of access – you can ask us for a copy of the data we hold on you, this is called a subject access request and you can send such requests to [DPO@annafreud.org](mailto:DPO@annafreud.org) or call 020 7794 2313.
3. The right to rectification – you can ask us to correct inaccuracies in your data.
4. The right to erasure – in certain circumstances you can ask us to delete your data.
5. The right to restrict processing – in certain circumstances you can ask us to stop processing your data.
6. The right to data portability – you can ask for an easily transferable copy of your data.
7. The right to object – you can object to our processing of your data, particularly where we rely upon your consent to do so.
8. Rights in relation to automated decision making and profiling – we don't use these processes in recruitment.

You can read more about data rights on the Information Commissioner's website (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>)