



for human rights  
& social change

## **PRIVACY NOTICE FOR JOB APPLICANTS**

May 2018

### **Data controller: Global Dialogue**

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

### **What information does Global Dialogue collect?**

Global Dialogue 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, including benefit entitlements;
- whether or not you have a disability for which Global Dialogue needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

Global Dialogue collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, such as tests.

Global Dialogue will also collect personal data about you from third parties, such as references supplied by former employers. Global Dialogue 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 application record, in HR management systems and on other IT systems (including email).

### **Why does Global Dialogue process personal data?**

Global Dialogue needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, Global Dialogue 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.

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

Where Global Dialogue relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Global Dialogue processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Global Dialogue will not use your data for any purpose other than the recruitment exercise for which you have applied.

### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes HR staff, 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.

Global Dialogue will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Global Dialogue will then share your data with former employers to obtain references for you.

Global Dialogue will not transfer your data outside the European Economic Area.

### **How does Global Dialogue protect data?**

Global Dialogue 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.

### **For how long does Global Dialogue keep data?**

If your application for employment is unsuccessful, Global Dialogue will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, 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. The periods for which your data will be held will be provided to you in a new privacy notice.

### **Your rights**

You have a number of rights under data protection law, including the right to access, rectify and erase your personal data. Find out more about your rights [here](#).

If you would like to exercise any of these rights, please contact [info@global-dialogue.eu](mailto:info@global-dialogue.eu). If you believe that Global Dialogue has not complied with your data protection rights, 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 Global Dialogue during the recruitment process. However, if you do not provide the information, Global Dialogue may not be able to process your application properly or at all.