

JOB APPLICANT PRIVACY NOTICE

Published 18 May 2018 | Updated 4 November 2024

This privacy notice sets out the data processing practices of The Chartered Governance Institute, (operating as The Chartered Governance Institute UK & Ireland) as Data Controller in relation to the processing of personal data of job applicants. In this privacy notice, references to 'we', 'us', 'our' or 'the Institute' refer to The Chartered Governance Institute.

We are a body operated under Royal Charter (RC000248). Our registered office is at Saffron House, 6-10 Kirby Street, London, EC1N 8TS. We have notified the Information Commissioner's Office (ICO) of our processing operations and our ICO registered number is Z656922X.

All data thus captured will be used and held in accordance with the requirements of the Data Protection Act 2018 (DPA), the UK GDPR (General Data Protection Regulation), and the EU GDPR (General Data Protection Regulation).

How to contact us about your personal data

If you have any questions about how we handle your personal data, you can contact us in the following ways:

- Email: do@cg.org.uk
- Post: Information Manager, The Chartered Governance Institute UK & Ireland, Saffron House, 6-10 Kirby Street, London, EC1N 8TS.
- Telephone: 020 7580 4741

As part of any recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information do we collect?

We collect 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 the organisation needs to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the UK.
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

We collect 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.

We will also collect personal data about you from third parties, such as references supplied by former employers. We may also, where appropriate, collect information from employment background check providers and information from criminal records checks. We will seek information from third parties only once a job offer to you has been made and will inform you that we are 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 do we process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Institute has a legitimate interest in processing personal data during the recruitment process and in keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Where the Institute 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.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

For some roles, the Institute is obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

We 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 members of the HR team, 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.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you and, where appropriate, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

We will not transfer your data outside the European Economic Area.

How do we protect data?

The Institute protects the personal data that it holds with technical and organisational security measures. Our cyber security arrangements and framework of data protection policies, procedures and training are kept under regular review 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 do we keep data?

If your application for employment is unsuccessful, we 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 securely destroyed.

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. The periods for which your data will be held will be provided to you in a new privacy notice.

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 the Institute to change incorrect or incomplete data.
- Require the Institute to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- Object to the processing of your data where the Institute is relying on its legitimate interests as the legal ground for processing.
- Ask the Institute to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Information Manager by email do@cgi.org.uk, or write to us at Information Manager, The Chartered Governance Institute, Saffron House, 6-10 Kirby Street, London, EC1N 8TS.

If you believe that we have not complied with your data protection rights, you can complain to the Head of Secretariat who will consider the matter for you, you can submit your complaint to <https://www.cgi.org.uk/making-a-complaint>. If you are still not satisfied, you can make a complaint to the Information Commissioner's Office - <https://ico.org.uk/concerns>

What if you do not provide personal data?

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

Automated decision-making

Recruitment processes are not based solely on automated decision-making.