
RECRUITMENT PRIVACY NOTICE

Data controller: Finance and Facilities Manager, fiona@internationaltreefoundation.org

Data protection officer: Finance and Facilities Manager, fiona@internationaltreefoundation.org

International Tree Foundation collects and processes personal data relating to people applying for any role with us. International Tree Foundation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

This Privacy Notice aims to provide you with a clear explanation of the personal data which International Tree Foundation holds and the purpose[s] for which it is held.

What information does International Tree Foundation collect?

International Tree Foundation collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- details of your bank/building society account in the case of reimbursement of expenses;
- information about your nationality and entitlement to work in the UK (only if you are shortlisted for interview).

International Tree Foundation may collect this information in a variety of ways. For example, data might be collected through CVs or resumes; covering letters; from correspondence with you; or through interviews, meetings or other assessments.

In some cases, International Tree Foundation may collect personal data about you from third parties, such as references supplied by former employers.

Data will be stored in a range of different places, including in your personnel file, in International Tree Foundation's HR management systems and in other IT systems (including the organisation's email system).

Why does International Tree Foundation process personal data?

International Tree Foundation needs to process data to decide whether you have the necessary skills and attributes for the position. In some cases, International Tree Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK.

Who has access to your data?

Your data will be shared with colleagues within International Tree Foundation where it is necessary for them to undertake their duties. In this instance, your data may be shared with the members of the interview panel and Finance and Facilities Manager.

International Tree Foundation shares your data with third parties in order to obtain pre-employment references from other employers and obtain employment background checks from third-party providers.

International Tree Foundation may be required to share your data with third parties such as the local authority, police, courts and statutory agencies such as the Home Office, Inland Revenue, Child Support Agency, Student Loans Company, and Department of Work and Pensions to comply with legal obligations.

International Tree Foundation may also share your data with third parties in the context of an undertaking or service provision transfer to another organisation. In those circumstances the data will be subject to confidentiality arrangements. International Tree Foundation will not share your data with third parties for any other purpose without your express consent.

International Tree Foundation also shares your data with third parties that process data on its behalf in connection with HR services, payroll, and the provision of benefits. These arrangements are also governed by a duty of confidentiality.

HR related personal data may, in specified circumstances be lawfully transferred to countries outside the EEA by International Tree Foundation for the purpose of processing employee data. One such set of circumstances may be personal data that is transferred to data processor/data controllers in the on the basis of EU-US Privacy Shield certification. International Tree Foundation uses all reasonable endeavours to verify that the commercial arrangements it has in place with any US-based entities offer the appropriate rights and safeguards to data subjects in respect of their personal data.

How does International Tree Foundation protect data?

International Tree Foundation takes the security of your data seriously. International Tree Foundation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties. These include system restrictions, adherence to our data retention and destruction policy, the use of locked filing cabinets, and a secure storage unit.

Where International Tree Foundation engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does International Tree Foundation keep data?

In line with data protection principles, we only keep your data for as long as we need it for. Application records are normally kept for six months after the end of the recruitment process. If you are offered a position at International Tree Foundation you will be sent an Employee Privacy Notice which will detail how your records will be kept as an employee.

Your rights

As a data subject, you have a number of rights. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice;

- the right of access. You have the right to access the data that we hold on you and to receive a copy of your data and information about where it was sourced. To do so, you should make a subject access request. You can read more about this in our Subject Access Request policy which is available on our website at <http://internationaltreefoundation.org/itf-policies/>;
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it;
- the right to ask International Tree Foundation for your data to be erased, for example if you believe there is no longer any need for your data to be held for its original purpose, or if you decide to withdraw any consent that you have given for your data to be processed;
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct;
- the right to portability. You may transfer the data that we hold on you to another organisation for your own purposes;
- you may have the right to object to the way we use your data if you do not agree that we are using it for our legitimate interests;
- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you would like to exercise any of these rights, please contact the Finance and Facilities Manager, fiona@internationaltreefoundation.org.

If you believe that International Tree Foundation has not complied with your data protection rights, you can complain to the Information Commissioner. Their contact details can be found on their website (www.ico.org.uk).

Marketing

We will not use any information that you supply as part of the recruitment process for marketing purposes. We will not automatically add you to our eNewsletter. If you wish to be kept up to date with news, events, vacancies etc, you can subscribe to receive our newsletter by visiting internationaltreefoundation.org.