

# Privacy Notice for Recruitment

## 1. Purpose of this document

One Young World is committed to protecting your personal information and maintaining its security and privacy. We take our data protection duties very seriously and respect the trust you place in us to use your personal information appropriately and responsibly.

This privacy notice explains how we collect and process your personal information in relation to One Young World's recruitment procedures and processes. This is in accordance with the EU Data Protection Regulation 2018 ("GDPR"), and our obligation to notify you of this as a data controller.

## 2. Data protection principles

One Young World is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered incompatible with the initial purposes;
- c. to what is necessary in relation to the purposes for which they are processed; adequate, relevant and limited
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

## 3. Personal information we collect and how we use it

We may collect, store, and process the following types of personal information about you:

- a. Personal contact details such a title, name, addresses, telephone numbers, and personal email addresses
- b. Date of birth
- c. Gender
- d. Marital or civil status

- e. Next of kin, and/or emergency contact information
- f. National Insurance number
- g. Copies of identity and proof residency documents
- h. Recruitment specific information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- i. Previous employment history
- j. CCTV footage and other information obtained through electronic means
- k. Photographs
- l. Results of HMRC employment status check, and where applicable details of your interest in and connection with the intermediary through which your services are supplied

We may also collect, store and use the following more sensitive types of personal information:

- a. Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions
- b. Trade union membership
- c. Information about your health, including any medical conditions
- d. Information about criminal convictions and offences

#### **4. How we will collect personal information**

The personal of applicants will be collected through the application and recruitment processes, either directly, or through such third parties as recruitment agencies, credit referencing agencies, former employers, or other background checking agencies. Additional personal information will be collected through the course of job related activities while you work for us.

#### **5. How we will use your personal information**

Your personal information will only be used by One Young World where the law allows us to. Mostly we will use your personal information in the following ways:

- a. Identifying and evaluating candidates for potential employment, as well as for future roles that may become available
- b. Complying with legal obligations, including diversity and inclusion practices
- c. Conducting criminal history checks as authorised by applicable law
- d. Protecting our legal rights as permitted by applicable law
- e. Where it is necessary for legitimate interests pursued by us (or a third party), and your interested and fundamental rights do not override those interests
- f. To enable us to enter into an employment contract with you

Though likely to be rare, we may also use your personal information in the following ways:

- a. To protect your interests or those of someone else
- b. Where it is in the public interest

The situations in which we will process your personal information are as follows:

- a. Making decisions about your recruitment, appointment, or promotion, using such documents as your CV and/or application form
- b. Determining your terms and conditions of employment
- c. Ensuring you have the right to work for us
- d. Complying with health and safety obligations
- e. Preventing fraud, bribery, and corruption

- f. Conducting data analysis to review and understand employee attraction
- g. Equal opportunities, diversity, and inclusion monitoring

Should you fail to provide certain information listed above, we may be unable to perform and an appropriate recruitment process, or we may be unable to comply with our legal obligations listed above, such as ensuring the health and safety of everyone we work with.

While we will only use your personal information for the purposes for which it was collected, we may use it for another reason providing that reason is compatible with the original purpose. If we need to use it for an unrelated purpose, we will notify you to explain the legal basis which allows us to do so. We may also process your personal information without your knowledge or consent, in compliance with the above rules, with this is permitted or required by law.

We may use automated-decision making, which takes place when an electronic system makes a decision without human intervention. We can use automated decision-making in the circumstances below:

- a. Where we have notified you of the decision, and given you 21 days to request reconsideration
- b. Where necessary to carry out our contract with you, and we appropriately safeguard your rights
- c. In limited circumstances with your consent and where we appropriately manage your rights

## 6. How we will use sensitive personal information

Higher levels of protection are required for “special categories” of sensitive personal information, such as information about your health, racial or ethnic origin, sexual orientation, or trade union membership. We may process special categories of personal information in the following circumstances:

- a. In limited circumstances, with your explicit written consent
- b. When we need to carry out our legal obligations or exercise rights in connection with your potential employment. We will use information about your physical or mental health or disability status, to ensure your health and safety in during the recruitment process.
- c. Where it is necessary in the public interest, such as for equal opportunities, diversity and inclusion monitoring
- d. Where appropriate, we will collect information about criminal convictions, where relevant to the nature of your role and where permitted by law. We may only use information relating to criminal convictions where we are permitted by law. This will be where processing of this information is required to exercise our obligations and will be in line with our Privacy Policy.

Though less likely, we may process special categories of personal information where it is required in relation to legal claims or where it is necessary to protect your interests (or someone else’s) and you are not capable of giving your consent, or where you have already made public the information.

## 7. Sharing your personal information

We will share your personal information with third parties in order to carry out our recruitment process, where required by law, or where we have another legitimate reason for

doing so. In doing so, which includes transferring your personal information outside of the EU, we require third parties to respect the security of your data and treat it in accordance with applicable laws.

## **8. Security of your data**

We have in place the appropriate measures to ensure your personal information is not accidentally lost, altered, disclosed, or accessed in an unauthorised way. Access to your personal information will be limited to our employees, contractors, and third parties who have specific requirement to access it, and in all cases your personal information will only be processed on our instruction, and by employees, contractors, and third parties who are subject to a duty of confidentiality.

Should a data breach occur, we will notify you and any applicable regulator, as required by applicable laws.

## **9. How long we will retain your data**

We will only retain your personal information for as long as necessary to carry out the purpose(s) for which we collected it, including for our compliance with and legal or reporting requirements. In order to assess the retention period of your personal information, we consider the amount and nature of data we hold, its sensitivity, the purpose for its retention and whether there are other means for achieving that purpose, the risk and impact of any potential data breach, and the legal requirements for its retention.

If you accept an offer of employment with us, any relevant information collected during the recruitment process will become part of your personnel records and retained in accordance with our Privacy Notice for Employees and Contractors.

If we do not employ you, we may continue to retain your personal information for a reasonable period of time for administration purposes, to consider you for future roles, and to perform analysis and research. After such time, we may retain a minimum amount of your personal information to recording your recruitment activities with us.

We may anonymise your personal information so that it can no longer be associated with you, in which case we may use this information with no further notice to you.

## **10. Your rights of access, correction, erasure, and restriction**

It is important that the personal information we hold for you is accurate and up to date. Therefore, please keep up informed if your personal information changes during your working relationship with us.

You have several rights in relation to how we process your personal information. These are:

- a. Right to be informed
- b. Right of access
- c. Right of rectification
- d. Right to erase

- e. Right to restrict processing
- f. Right to data portability
- g. Right to object
- h. Rights in relation to automated decision making and profiling

You can exercise any of these rights with respect to how we use your personal information at any time by contacting our Data Protection Officer. You will not normally have to pay a fee to access any of these rights, though we may charge a reasonable fee if your request for access is clearly unfounded or excessive, or we may refuse to comply with your request in such circumstances. We may request specific information from you so that we can confirm your identity and your right of access to the personal information we hold in order to ensure that personal information is not disclosed to any person who does not have the right to access it.

You can withdraw your consent of us processing your personal information data at any time by contacting our Data Protection Officer. We will comply with this request, unless we have another legitimate reason for not doing so in law.

## **11. Data protection officer**

Our appointed Data Protection Officers are:

Anais Nee  
Director, Digital  
Telephone: +44(0)20 3691 8061  
Email: [anais.nee@oneyoungworld.com](mailto:anais.nee@oneyoungworld.com)

Matthew Belshaw  
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Megan Downey  
Director, Operations  
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Should you wish to make a complaint about the way One Young World processes your data you can do so by contacting the UK Information Commissioner's Office.

## **12. Modifications to our privacy policy and this privacy notice**

We may modify our Privacy Policy and this Privacy Notice from time to time in line with legislation or industry developments, and we will notify you of any substantial modifications. We may also notify you in other way from time to time about the processing of your personal information.

## **13. If you have any questions**

Please contact our Data Protection Officer.



# One Young World

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