

## Recruitment privacy notice



At World Animal Protection we are committed to protecting your personal information and being transparent about what we will use it for. This policy sets out how and why World Animal Protection collects and uses your personal data for recruitment purposes, and how we keep it private and secure.

*Personal data* is information that identifies you or can be used to identify you. The policy relates to World Animal Protection's use of personal information collected via our recruitment process with World Animal Protection. On our intranet and recruitment sites is a link to this privacy policy.

If you have any questions about this policy or how we use your personal data, please call **0207 239 0500**, email [hr@worldanimalprotection.org](mailto:hr@worldanimalprotection.org). or write to Head of Human Resource, World Animal Protection, 5<sup>th</sup> Floor, 222 Gray's Inn Road, London WC1X 8HB.

### What will we do with the information you give us?

We'll use all the information you provide during the recruitment process to progress your application with a view to offering you an employment contract with us, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide with any third parties for marketing purposes.

We'll use the contact details you give us to contact you to progress your application or to contact you regarding other employment opportunities. We'll use the other information you provide to assess your suitability for the role.

### What information do we ask for, and why?

We collect any information provided by you in your application that may be provided in an application form, email body, CV or covering statement.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for, but it may affect your application if you don't.

### Application stage

Most applications are completed on our careers page and stored in our Applicant Tracking System. This includes applications made through a number of online job boards and referrals. Our Applicant Tracking System is managed by our Human Resources and Recruitment teams.

Some applications can be completed on specific job boards such as Indeed USA and SEEK.au. These applications will be stored within the job board and we will not transfer this data to our Applicant Tracking System.

Any applications sent to us in email format will not be accepted. We will contact you to ask you to complete your application via the careers page and delete the original email.

We will only ask you for your salary expectation, notice period, CV and cover letter for each application. Our Recruitment and HR team will have access to all this information.

## **Job Alerts**

The Job Alerts option can be selected on our careers page. This means you won't be applying to a specific open vacancy but rather that you will ask us to contact you regarding vacancies that arise in the future. Should a suitable vacancy arise we may contact you by phone or email.

## **Longlisting**

Our recruitment and/or Human Resources team will longlist applications against the selection criteria in the advert and job description for each role before notifying the hiring manager who will review the longlist. Applicants who don't supply a covering statement won't be considered. We may ask candidates who don't supply a covering statement to supply one to support their application should the Recruitment team deem it necessary.

## **Shortlisting**

Our hiring managers and on occasion interview panel members will shortlist applications for interview. They will be provided with all information you have included in your application. We use a scoring matrix to shortlist candidates against key criteria listed in the advert and job description.

## **Assessment**

We will use the contact information supplied in your application to invite you to interview. We may ask you to complete tests; tasks; attend an interview; or a combination of these. Information will be generated by you and by us. For example, you might complete a written test, or we might take interview notes. This information is held by us.

If you are successful or unsuccessful after assessment for the role, we will keep your details retained in our talent pool in line with our retention schedule. We would then proactively contact you should any further suitable vacancies arise.

## **Verbal and final offer**

If we make an offer of employment, we'll ask you for information so that we can carry out pre-employment checks and send you a contract. All offers are subject to right to work and reference checks. We must confirm the identity of our staff and their right to work in the United Kingdom, and seek assurance as to their trustworthiness, integrity and reliability.

You must therefore provide:

- proof of your identity – you may be asked to send us proof of your right to work and should you be successful you will bring your right to work document in on your first day so our Human Resources team can make a copy of this in person.
- Your contact details including your email address, contact number and home address
- We'll contact your referees, using the details you provide us, directly to obtain references, these references will be provided to and held by World Animal Protection in confidence.

- We will also ask you to supply your name as it appears on your passport, so we can use this in your contract
- We will ask you for your required start date

## How we make decisions about recruitment

Final recruitment decisions are made by hiring managers, the interview panel members and members of our recruitment and/or Human Resources team. We take account all the information gathered during the application process including other suitable applications and their suitability.

You can ask about decisions on your application by speaking to your contact in our recruitment team or by emailing the team on [recruitment@worldanimalprotection.org](mailto:recruitment@worldanimalprotection.org).

## How long is the information kept for?

We will keep your information for 12 months and use it to contact you for future position within World Animal Protection. If you do not wish us to hold your information following your application, you can manage your own data by logging into our careers page. The Applicant Tracking System will send you automated reminders before your data is permanently deleted from the system at the end of the 12 months.

## How does the organisation process "sensitive" data?

We do not require special categories of personal data during the selection process, such as information about race; ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID purposes); health; sex life; or sexual orientation.

Special categories of personal data such as information about health or medical conditions, may be provided in exceptional circumstance to make reasonable adjustments (such as support to enable the applicant to conduct a fair interview).

## Do we use any data processors?

Yes – we use several recruitment agencies to provide elements of our recruitment service for us. If you are applying for a vacancy you will be asked to follow the same process as if you were applying directly to World Animal Protection. For any information on your application you can contact our recruitment team on [recruitment@worldanimalprotection.org](mailto:recruitment@worldanimalprotection.org) or the recruitment agency you have applied through.

## Your rights

As a data subject, you have a number of rights, subject to the exemptions under data protection law, including the exemption for employment references provided in confidence.

You can:

- access and obtain a copy of your data on request (data subject access request);
- require the organisation to change incorrect or incomplete data;
- require the organisation 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 organisation is relying on its legitimate interests as the legal ground for processing;
- ask the organisation 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; and
- in certain circumstances you can ask for the data we hold about you to be erased from our records or transferred to another organisation
- You have a right not to be subjected to automated decision-making including profiling; however, the organisation does not use automated decision-making when processing employee data.
- If you believe that the organisation has not complied with your data protection rights, you can complain to the [Information Commissioner's Office](#).

To exercise any of these rights, please contact [hr@worldanimalprotection.org](mailto:hr@worldanimalprotection.org)