



Amnesty International UK (AIUK) GDPR privacy notice for recruitment applicants

1. WHAT IS THE PURPOSE OF THIS DOCUMENT?

AIUK is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after the application process with AIUK, in accordance with the General Data Protection Regulation (GDPR).

It applies to all applicants applying for employment vacancies at AIUK

- 1.1 AIUK is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. Within the context of this privacy notice, 'we', 'our' or "Amnesty International UK" is a collective name for the Limited Company and the Trust. Both of these organisations are data controllers of your information under data protection legislation and this privacy notice applies to the Limited Company and the Trust.

This means that the two parts of Amnesty International UK act jointly to decide the purpose and manner of any data processing, and they share a pool of personal information that they process independently of each other.

- 1.2 This notice applies all recruitment applicants. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.
- 1.3 It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

2. DATA PROTECTION PRINCIPLES

- 2.1 We will comply with data protection law. This says that the personal information we hold about you must be:
- a) Used lawfully, fairly and in a transparent way
 - b) Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
 - c) Relevant to the purposes we have told you about and limited only to those purposes
 - d) Accurate and kept up to date
 - e) Kept only as long as necessary for the purposes we have told you about
 - f) Kept securely

3. THE KIND OF INFORMATION WE HOLD ABOUT YOU

- 3.1 Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).
- 3.2 There are "special categories" of more sensitive personal data which require a higher level of protection.
- 3.3 We collect, store, and use the following categories of personal information about you during the application process:
- a) Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
 - b) Date of birth
 - c) Gender
 - d) Recruitment information (including information on right to work in the UK, references and other information included in a CV or cover letter or as part of the application process)
 - e) Previous employment records (including start date, job titles, work history, working hours, training records)
- 3.4 We may also collect, store and use the following "special categories" of more sensitive personal information
- f) Information about your ethnicity, religious beliefs and sexual orientation
 - g) Information about criminal convictions and offences
 - h) Information about your health, specifically whether you have a disability

4. HOW IS YOUR PERSONAL INFORMATION COLLECTED?

- 4.1 We collect personal information about applicants through the application and recruitment process, either directly from candidates or sometimes from an employment agency for staff vacancies. We may sometimes collect additional information from third parties including former employers or other background check agencies such as the Disclosure and Barring Service (DBS)

5. HOW WE WILL USE INFORMATION ABOUT YOU

- 5.1 We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:
- a) To take steps which are preparatory to **performing a contract** we may enter into with you
 - b) Where we need to comply with a **legal obligation**.
 - c) Where it is necessary for **our legitimate interests** (or those of a third party) and your interests and fundamental rights do not override those interests.
- 5.2 We may also use your personal information in the following situations, which are likely to be rare:
- a) Where we need to protect your interests (or someone else's interests)
 - b) Where it is needed in the public interest or for official purposes

- 5.3 The situations in which we will process your personal information are listed below along with the letter indicating the corresponding category of data referred to in Section 3 “the kind of information we hold about you”
- 5.4 Situations where we use your personal information to enable us to **prepare to perform our contract** with you
- a) Making a decision about your recruitment or appointment (d & e)
 - b) Determining the terms on which you work for us (d & e)
 - c) Checking you are legally entitled to work in the UK (d)
 - d) Complying with health and safety and equality law obligations such as reasonable adjustments (h)
 - e) Equal opportunities monitoring (b,c,f & h)
- 5.5 Situations where we use your personal information to enable us to **pursue “legitimate interests”**
- a) To keep you updated on the progress of your application (a)
- 5.6 If you fail to provide certain information when requested, we may not be able to perform the recruitment process or we may be prevented from complying with our legal obligations towards applicants with regard to employment or health and safety law.
- 5.7 We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

6. HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

- 6.1 "Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:
- a) Where it is needed in the public interest, such as for equal opportunities monitoring, and in line with our data protection policy
 - b) In limited circumstances, with your explicit written consent.
 - c) Where we need to carry out our legal obligations, in line with our data protection policy

6.2 Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public

6.3 Through our obligations as an organisation we will use your particularly sensitive personal information in the following ways:

- a) We will use information about your physical or mental health, or disability status, to ensure your health and safety, to comply with employment law and to provide appropriate adjustments during the application process when required
- b) We will include information about your race or national or ethnic origin, religious beliefs, or your sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

6.4 Do we need your consent?

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data if it is in addition to the above. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

7. INFORMATION ABOUT CRIMINAL CONVICTIONS

7.1 We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection, recruitment and safeguarding policies.

7.2 We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of processing your application. We will use information about criminal convictions and offences in the following ways:

As part of the reference process for posts involving:

- Direct responsibility for the care of children or vulnerable adults in line with specific criteria set by Disclosure and Barring Service (DBS)
- For roles required to register with the gambling commission
- For specific finance roles within the organisation in line with criteria set by DBS and relevant regulatory bodies.

We will seek to renew DBS checks for roles which require it in line with AIUK policy.

8. AUTOMATED DECISION-MAKING

- 8.1 Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making in the following circumstances:
- a) Where we have notified you of the decision and given you 21 days to request a reconsideration.
 - b) Where it is necessary to perform the contract with you and appropriate measures are in place to safeguard your rights.
 - c) In limited circumstances, with your explicit written consent and where appropriate measures are in place to safeguard your rights.
- 8.2 Automated decision making at AIUK may be used in very limited circumstances, for example as part of personal/team development activities.

9. DATA SHARING

- 9.1 We may have to share your data with third parties, including third-party service providers and other entities in the group. We require third parties to respect the security of your data and to treat it in accordance with the law.
- 9.2 We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.
- 9.3 We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.
- 9.4 Which third-party service providers process my personal information?

"Third parties" includes third-party service providers (including contractors and designated agents) The following third-party service providers process personal information about you for the following purposes:

- a) Thirty-Three agency for administration of the recruitment process including response handling

- 9.5 How secure is my information with third-party service providers and other entities in our group?

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

- 9.6 What about other third parties?

We may need to share your personal information with a regulator or to otherwise comply with the law.

- 9.7 Some service providers may be based outside of the European Economic Area (EEA). We ensure any data transfers outside of the EEA are compliant with relevant data protection legislation and that the processing of your personal information is protected by appropriate security measures

10 DATA SECURITY

- 10.1 We have put in place measures to protect the security of your information. Details of these measures are available upon request but typically involve encrypted storage and access controls
- 10.2 Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.
- 10.3 We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.
- 10.4 Any suspected data security breach will be handled in line with the AIUK Data Protection policy and we will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

11 OTHER WAYS WE LOOK AFTER YOUR PERSONAL INFORMATION

- 11.1 We report to our principal Boards (governing the Amnesty International UK Section and the Amnesty International UK Section Charitable Trust) on data protection through regular briefings, meetings and other appropriate channels where required.
- 11.2 We work with the Head of Data and Insight who oversees our compliance with data protection rules and who is the organisation's main point of contact for data protection enquiries. This role is responsible for:
- Training all our staff and volunteers involved in data processing
 - Educating the organisation on the importance of being compliant
 - Maintaining comprehensive records of all data processing
 - Providing guidance and advice to the organisation and our staff and volunteers as required
- 11.3 Data protection training

We provide data protection guidance and training for our staff and volunteers in our offices and bookshops so they are aware of their data protection responsibilities. Training is provided when staff and volunteers first join us, and every year after this as refresher training. Our data protection training covers UK data protection law, the risks associated with using personal information and how to handle personal information responsibly in compliance with the law.

12. DATA RETENTION

12.1 How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. For applicants, we retain all data for 6 months post-application. To determine the appropriate retention period we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

12.2 In some circumstances we may anonymise your personal information so that it can no longer be associated with you, for example our monitoring data, in which case we may use such information without further notice to you. We will securely retain and destroy your personal information in accordance with the above retention periods.

13. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

13.1 Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your application with us.

13.2 Under certain circumstances, by law you have the right to:

- a) **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- b) **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- c) **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- d) **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- e) **Request the restriction** of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- f) **Request the transfer** of your personal information to another party.

Please contact a member of the HR team in writing at recruitment@amnesty.org.uk if you have any queries about any of the above.

13.3 You will not have to pay a fee to access your personal information (or to exercise any of the other rights), However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

13.4 What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

For more information about these rights, please read the guidance issued by the [Information Commissioner's Office](#).

14. RIGHT TO WITHDRAW CONSENT

14.1 In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. In these instances, to withdraw your consent, please contact a member of the HR team at recruitment@amnesty.org.uk Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

15. CHANGES TO THIS PRIVACY NOTICE

15.1 We reserve the right to update this privacy notice at any time, and we will provide a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact recruitment@amnesty.org.uk

