

PRIVACY NOTICE FOR THE LEPROSY MISSION INTERNATIONAL- APPLICANTS

The Leprosy Mission International (“the Company”) is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about applicants during the recruitment process, in accordance with the General Data Protection Regulation (GDPR). It applies to all those applying to work or volunteer with the Company.

This notice does not form part of any contract we may have with you in the future.

The Company is a “data controller”. This means that the Company is responsible for deciding how to hold and use personal information about you. The Company’s registered address is 80 Windmill Road, Brentford, Middlesex, TW8 0QH

ON WHAT BASIS DOES THE COMPANY PROCESS YOUR INFORMATION?

The Company will use your personal information in the following circumstances:

- Where it is necessary to take steps prior to entering into an employment contract with you.
- Where it is necessary to comply with a legal obligation.
- Where it is necessary for the Company’s legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. The legitimate interests of the Company are to recruit the best candidate for any vacancy and it believes that this is not incompatible with your rights and freedoms.

The Company will process ‘special categories’ of sensitive information in the following circumstances:

- Where it is necessary to comply with employment law;
- Where it is necessary to establish, exercise or defend legal claims;
- Where it is necessary to assess working capacity; and
In limited circumstances, with your explicit written consent.

WHAT PERSONAL INFORMATION ABOUT YOU IS PROCESSED BY THE COMPANY?

Please see appendix 1 at the end of this privacy notice for further information.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

The Company collects personal information from you through the application and recruitment process.

In some cases, the Company may collect additional personal information from third parties including references supplied by former employers, information from training providers, employment agencies, other background check agencies such as the Disclosure and Barring Service, and where required by law (e.g. HMRC).

We may sometimes collect additional information from publicly available sources, such as social media sites (e.g. LinkedIn).

HOW WE WILL USE INFORMATION ABOUT YOU

The Company will only use your personal information in the following ways (this list is not exhaustive):

- Making a decision about your recruitment or appointment
- Determining the terms on which you work/volunteer for us
- Managing the recruitment process; and
- Ensuring compliance with legal requirements.

The Company will use your 'special categories' of sensitive personal information in the following ways (this list is not exhaustive):

- We will use information about your nationality to check that you have the right to work in the UK.
- We will use information about your age range, gender and ethnic origin, to ensure meaningful equal opportunity monitoring and reporting.
- We will use information about your unspent driving convictions to determine your suitability for employment in the role applied for (i.e. if you will be driving a company vehicle).
- We will use information about your health to determine whether any reasonable adjustments need to be considered at the recruitment stage and, for certain roles, your fitness for the role.

WHAT HAPPENS IF YOU FAIL TO PROVIDE PERSONAL INFORMATION?

Where personal data is required to comply with our legal obligations (such as to evidence your right to work in the UK), refusal to provide this personal information will prevent the Company from being able to employ/engage you.

CHANGE OF PURPOSE

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.

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 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.

AUTOMATED DECISION-MAKING

You will not be subject to decisions that will have a significant impact on you based solely on automated decision -making, unless the Company has a lawful basis for doing so and it has notified you.

WHO WILL YOUR PERSONAL INFORMATION BE SHARED WITH?

Your personal information will be accessed by authorised staff who need to have access to that information (i.e. the recruiting manager and HR Manager).

No personal information will be transferred to a third party located outside of the EEA unless we are certain that an adequate level of protection exists.

HOW LONG WILL THE COMPANY RETAIN YOUR PERSONAL INFORMATION?

The Company will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, and usually for no longer than six months after communicating the outcome of the recruitment process to you.

WHAT ARE YOUR RIGHTS RELATING TO YOUR PERSONAL INFORMATION?

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

- Request access to your personal information.
- Request correction of the personal information that the Company holds about you.
- Request the erasure of your personal information.
- Request the restriction of and objection to processing of your personal information.
- Request the transfer of your personal information to a third party.

Some of these rights are not automatic, and the Company reserves the right to discuss with you why it might not comply with a request.

In addition, in the limited circumstances where you may have provided your consent to the processing of your personal information, you have the right to withdraw your consent at any time. To withdraw your consent or exercise any of the above rights, please contact the HR Manager on jobs@leprosymission.org.

WHO CAN YOU CONTACT IF YOU HAVE CONCERNS ABOUT THE COMPANY'S USE OF YOUR PERSONAL INFORMATION?

IF YOU HAVE ANY CONCERNS OR QUERIES ABOUT THE COMPANY'S USE OF YOUR PERSONAL DATA, PLEASE CONTACT US.

You retain the right to lodge a complaint about the Company's management of your personal data with the Information Commissioner's Office.

If you have any questions about this privacy notice, please contact the HR Manager on jobs@leprosymission.org