

Candidate Privacy Notice

Version: October 2026

1. About this notice

This notice explains how Whitley Fund for Nature ("WFN", "we", "us") collects and uses personal information about people who apply to work with us, whether as an employee, worker, contractor, intern or volunteer. It applies throughout the recruitment process and for as long afterwards as we keep your information.

WFN is the "controller" of your personal information, which means we decide how and why it is used. We process it in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, as amended by the Data (Use and Access) Act 2025.

Whitley Fund for Nature is a registered charity in England and Wales (charity number 1081455). Our address is 116 Princedale Road, London W11 4NH.

2. How to contact us

If you have any questions about this notice or how we handle your information, please contact Sarah Harris, Head of Operations at sarah@whitleyaward.org or write to us at the address above.

3. The information we collect

We collect the following information about you during recruitment:

- **Application details:** your name, contact details, employment and volunteering history, qualifications, and anything else you include in your CV, covering letter or application form.
- **Interview and assessment information:** notes taken by the interview panel, and your answers to any tests or tasks we set.
- **References:** information provided by the referees you nominate.
- **Right to work:** documents confirming your right to work in the UK, if we offer you a role.
- **Correspondence:** emails and other communications between you and us about your application.

We may also collect some more sensitive ("special category") information:

- **Health and disability:** information you choose to give us so that we can make reasonable adjustments during the recruitment process.
- **Equal opportunities monitoring:** information such as your ethnicity, sex, sexual orientation, religion or belief, age and disability. Providing this is entirely voluntary, it is kept separately from your application, and it is not seen by the people deciding on your application.
- **Criminal records:** we only collect information about criminal convictions where it is appropriate to the role and permitted by law. Most WFN roles do not require this, and we will tell you in advance if the role you are applying for does.

4. Where we get your information from

Most of the information comes from you. We may also receive information from:

- A recruitment agency, if you applied through one.
- Your nominated referees.
- Publicly available professional sources, such as your LinkedIn profile, where relevant to the role.

5. How we use your information and our lawful bases

We use your information to assess your suitability for the role, decide whether to shortlist and interview you, take up references, communicate with you about the process, make reasonable adjustments, keep records of our recruitment decisions, and comply with our legal obligations.

Our lawful bases for doing so are:

- **Steps before entering into a contract:** processing your application is necessary so that we can decide whether to offer you a contract.
- **Legitimate interests:** we have a legitimate interest in recruiting the right people, keeping records of our recruitment decisions, and being able to respond to any legal claim. We have considered your interests and believe this processing is fair and expected.
- **Legal obligation:** for example, checking your right to work in the UK and making reasonable adjustments under the Equality Act 2010.

For special category information, we rely on the conditions in the Data Protection Act 2018 for employment obligations (for reasonable adjustments) and for equality of opportunity monitoring. Where we process criminal records information, we do so only where an employment or safeguarding condition in that Act applies. We hold an appropriate policy document covering this processing, as the law requires.

If you do not provide information we need to assess your application, such as your work history, we may not be able to consider it further.

6. Automated decision-making

We do not make recruitment decisions using solely automated means. Every application is reviewed by people.

7. Who we share your information with

Your information is shared only with those who need it for the recruitment process. This includes:

- WFN staff and, where relevant, trustees who sit on the interview panel.
- Your referees, when we contact them.
- The recruitment agency you applied through, if applicable.
- Our IT and systems providers, including Salesforce, who store information on our behalf under contract and may only use it on our instructions.

We do not sell your information or share it for marketing purposes.

8. Transfers outside the UK

Some of our service providers, including Salesforce, may store or process your information in the United States. Where this happens, we make sure it is protected by an approved safeguard under UK law, namely the UK-US Data Bridge. You can ask us for more information about these safeguards using the contact details above.

9. Keeping your information secure

We have appropriate technical and organisational measures in place to protect your information against loss, misuse and unauthorised access. Access is limited to those who need it, and anyone processing information on our behalf is subject to a duty of confidentiality. We have procedures for dealing with any suspected data breach and will notify you and the Information Commissioner's Office where we are legally required to do so.

10. How long we keep your information

- **If you are unsuccessful:** we keep your information for 12 months after we tell you our decision, so that we can show our recruitment was fair if a legal claim is made. After that, it is securely deleted.
- **If you would like to be considered for future roles:** we will only keep your details for this purpose if you tell us you want us to. We will keep them for a further 12 months and you can ask us to delete them at any time.
- **If you are successful:** your application information becomes part of your personnel file and is handled in line with our Staff Privacy Notice.

Equal opportunities monitoring information is kept in anonymised form for statistical purposes.

11. Your rights

You have the right to:

- **Access** the information we hold about you (a subject access request).
- **Correct** information that is inaccurate or incomplete.
- **Erase** your information where there is no good reason for us to keep it.
- **Restrict** our use of your information in certain circumstances.
- **Object** to our use of your information where we rely on legitimate interests.
- **Data portability:** receive information you gave us in a portable format, where this right applies.
- **Withdraw consent** where we rely on it, for example to keep your details for future roles.

To exercise any of these rights, please contact us using the details in section 2. We will respond within one month.

12. How to complain

If you are unhappy with how we have handled your information, please tell us first so that we can try to put it right. You can complain by contacting us using the details in section 2. We will acknowledge your complaint within 30 days, keep you updated, and tell you the outcome.



You also have the right to complain to the Information Commissioner's Office (ICO), the UK data protection regulator, at ico.org.uk/make-a-complaint or on 0303 123 1113.

13. Changes to this notice

We review this notice regularly and will publish any updates on our website. This version was last updated in October 2026.