NFWI Recruitment Privacy Notice

Data controller: National Federation of Women's Institutes (NFWI)
104 New Kings Road, London SW6 4LY

Privacy Officer: dataprotection@nfwi.org.uk

As part of any recruitment process, the organisation collects and processes personal information relating to job applicants. The NFWI is committed to being transparent about how it collects and uses that information and to meeting its data protection obligations.

What information does the organisation collect?

The NFWI collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief; and
- any other personal information you choose to share with us.

The NFWI collects this information in a variety of ways. For example, information might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The NFWI will also collect personal data about you from third parties, such as references supplied by former employers. The NFWI will seek information from third parties once a job offer to you has been made and will inform you that it is doing so. If for any reason the organisation wishes to seek reference before an offer is made, your consent to do so will be sought before any are taken.

Information will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the NFWI process personal information?

The NFWI needs to process information to take steps at your request prior to entering into a contract with you. It also needs to process your information to enter into a contract with you.

In some cases, the NFWI needs to process information to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The NFWI has a legitimate interest in processing personal information during the recruitment process and for keeping records of the process. Processing information from job applicants allows the NFWI to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The NFWI may also need to process information from job applicants to respond to and defend against legal claims.

Where the organisation relies on legitimate interests as a reason for processing information, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The NFWI processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of information, such as details about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

The NFWI will not use your information for any purpose other than the recruitment exercise for which you have applied.

Who has access to the information?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Human Resources team, interviewers involved in the recruitment process, managers in the area with the vacancy and IT staff if access to the information is necessary for the performance of their roles.

The NFWI will not share your information with third parties, unless your application for employment is successful and it makes you an offer of employment. We will then share your information with your two agreed referees to obtain either an employment, educational or personal reference for you.

The NFWI stores your information within the European Economic Area (EEA).

How does the NFWI protect information?

The NFWI takes the security of your information seriously. It has internal policies and controls in place to ensure that your information is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties, e.g. systems restrictions, password protection and observing the retention policy for recruitment.

For how long does the NFWI keep the information?

If your application for employment is unsuccessful, the NFWI will hold your information on file for six months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your information is deleted.

If your application for employment is successful, personal information gathered during the recruitment process will be transferred to your personnel file and retained during your employment with the NFWI. The periods for which your information will be held will be provided to you in the NFWI Privacy Policy.

Your rights

Full information on your rights under the regulations can be found in the NFWI Privacy Policy on our website or via this link https://www.thewi.org.uk/cookies-and-privacy-policies/privacy-policy

If you would like to exercise any of your rights or make a subject access request, please email the Privacy Officer on dataprotection@nfwi.org.uk

If you believe that the NFWI has not complied with your data protection rights, you can report this to the Information Commissioner's Office.

What if you do not provide personal information?

You are under no statutory or contractual obligation to provide information to the NFWI during the recruitment process. However, if you do not provide the information, the NFWI may not be able to process your application properly or at all.

You are also under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide this information.

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