

# CANDIDATE INFORMATION PACK

World Cancer Research Fund International



Senior Policy and Public Affairs Officer

Closing date: 5pm, 20<sup>th</sup> October 2024

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For more information about the organisation please visit our website: [www.wcrf.org](http://www.wcrf.org)

# WELCOME

World Cancer Research Fund International is a leading authority on cancer prevention through diet, weight and physical activity. We commission and interpret research, lead and unify a network of cancer charities with a global reach, influence policy at the highest level, and are trusted advisors to governments and other official bodies from around the world.

Our network of cancer prevention charities are based in the United States, UK, Netherlands and Hong Kong.

To meet our vision of living in a world where no one develops a preventable cancer, we need high quality and motivated employees from a mix of backgrounds and with a range of skills and experiences. In return, we aim to offer the best possible working environment for people so that talent is nurtured and developed.

Within this candidate pack you will find additional information about the role you are applying for and the benefits we offer.

To apply for this role, please complete and submit a CV, covering letter (maximum 2 pages) and the attached equal opportunities form. If you have any queries please contact Human Resources at [hr@wcrf.org](mailto:hr@wcrf.org) or visit our website at [www.wcrf.org](http://www.wcrf.org).

On behalf of World Cancer Research Fund International we thank you for your interest in helping to prevent cancer and wish you the best of luck with your application.

Best wishes,  
Human Resources

# VALUES



## EVIDENCE BASED

We are an authority on lifestyle related cancer research - continuously learning and evaluating, so that we can deliver excellent outcomes.



## INCLUSIVE

Everyone counts - we value, respect and trust each other.



## INFLUENTIAL

We are collaborative, engaged and focused on maximising impact in all that we do.



## INNOVATIVE

We are curious and creative; evolving and exploring so we can deliver solutions that make a real difference.



## EMPOWERING

We make every day meaningful, building and sharing our knowledge and allowing our passion to shine through.

# ABOUT THE ROLE

We are seeking a Senior Policy and Public Affairs Officer who will be responsible for supporting the development of World Cancer Research Fund’s policy and public affairs work in the UK and the development of evidence-based policy for both our international and UK work.

In 2024, the organisation started undertaking proactive UK policy and public affairs to join our well-established international policy work. We have stepped up our engagement in a range of ways: we now have a political monitoring service provider; we have taken up positions in a number of coalition working groups, responded to a select committee enquiry and developed our Policy priorities for cancer prevention to inform our parliamentary engagement. We will be developing a UK Policy and Public Affairs strategy for 2025 onwards, with several influencing opportunities in the pipeline.

The Senior Policy and Public Affairs Officer will also support the Department’s work on developing evidence-based policy for both our International and UK work. This will primarily be undertaken through maintaining and updating the NOURISHING and MOVING policy databases and using data and findings to bring international perspectives and knowledge to our UK influencing work.

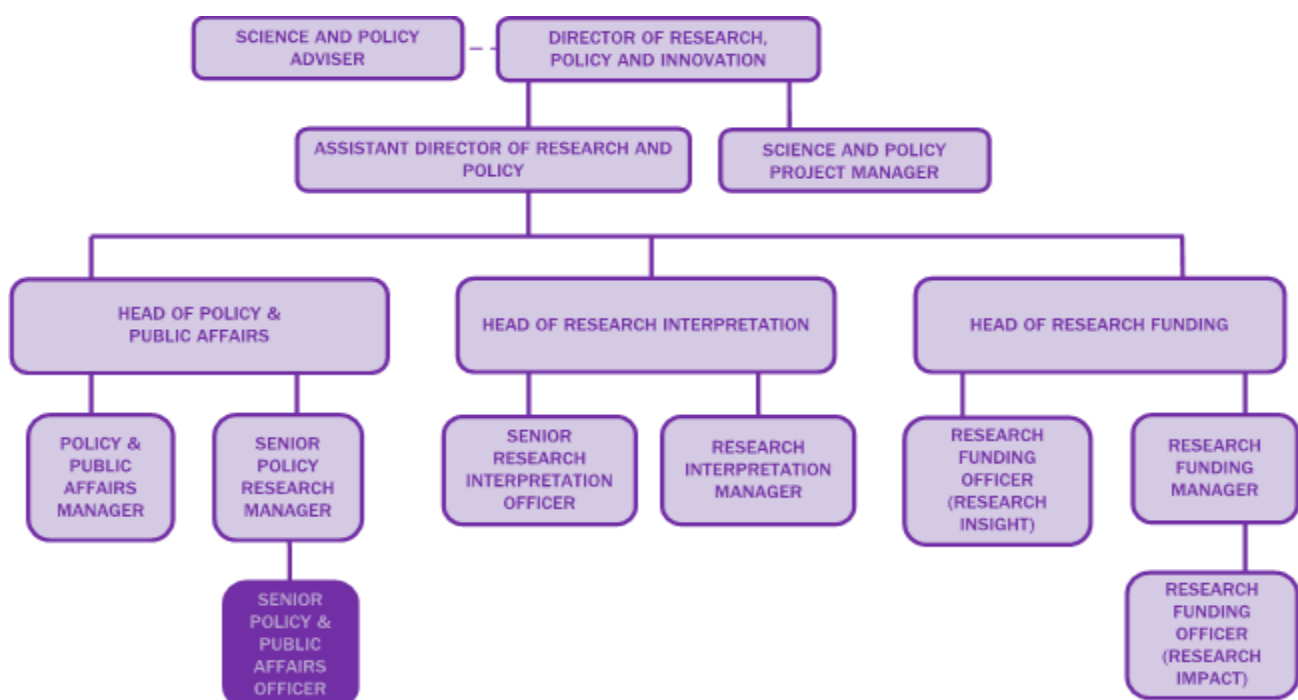
This is an exciting time to be joining the Policy and Public Affairs team.

## Who you will be working with:

You will be working in the World Cancer Research Fund International’s Policy and Public Affairs team, which works at the global level and in the UK to encourage the adoption of effective policies to prevent cancer and other non-communicable diseases through healthier diets and body weight, reduced alcohol intake and more physical activity.

The Senior Policy and Public Affairs Officer will work closely with the Head of Policy and Public Affairs, Senior Policy Research Manager and the Policy and Public Affairs Manager. They will also forge close links with colleagues in our Science department – including the Research Interpretation and Research Funding teams. More broadly, the Senior Policy and Public Affairs Officer will work with directorates across the organisation in both WCRF International and WCRF UK, including the Fundraising, Communications and Engagement, and Operations teams, as well as the wider WCRF network.

## World Cancer Research Fund International’s Science and Policy Dept



## What we are looking for:

- Significant professional experience in a UK policy and public affairs environment such as a charity or working in parliament - preferably in health.
- A Bachelor (or Masters degree desirable) in public policy, public or global health, or health policy (e.g. policies on cancer, non-communicable diseases, food, obesity, physical activity) or other relevant subjects, or a Bachelor of Law.
- Experience of advising colleagues on political matter areas and the ability to maintain up to date knowledge on political issues
- A passion for delivering improvements to public health and cancer prevention through policy and public affairs
- Ability to produce concise, well-constructed written communications coupled with the ability to present verbally in a clear and persuasive manner, with all communications tailored to the needs of the audience
- Experience of sourcing, scanning for, reviewing, assessing and analysing policy documents or legislation
- Experience of writing for an external audience, such as reports, policy briefs, newsletter articles, or academic papers
- Excellent inter-personal and collaborative skills with a proven ability to influence and negotiate

# JOB DESCRIPTION

<b>Job title</b>	<b>Senior Policy and Public Affairs Officer</b>
<b>Department</b>	<b>Science and Policy</b>
<b>Reporting to</b>	<b>Senior Policy Research Manager</b>
<b>Contract</b>	<b>Permanent</b>
<b>Location</b>	<b>London N1</b>
<b>Hours</b>	<b>37.5 hrs per week – full time We're a hybrid working employer, meaning you're required to come into the office 2 days per week, currently Tuesday and Wednesday or Thursday</b>
<b>Salary</b>	<b>FTE: £31,000 - £34,000 per annum, plus benefits.</b>

<b>Department description</b>	
<p>The Policy and Public Affairs department (PPA Dept) team sits in the Science and Policy department and provides evidence-informed policy recommendations and guidance to help governments and policymakers around the world take effective action to reduce preventable cases of cancer and other non-communicable disease. The overall aim of the PPA Dept is to help policymakers create healthy environments which make it easier for people to follow the WCRF Cancer Prevention Recommendations and therefore reduce their risk of cancer and other non-communicable diseases.</p> <p>WCRF International works with a range of stakeholders including the WHO (through our official relations status), national governments, academics, civil society and the media to develop, analyse and influence a range of policy areas, which include but are not limited to diet/nutrition, physical activity, cancer and alcohol.</p> <p>The Department also provides advice and support for PPA-related activities and interacts with other directorates in the UK and the rest of the network, including close collaboration with the Science team.</p> <p>The work of the PPA Dept includes:</p> <ul style="list-style-type: none"> <li>• Utilising the latest research and evidence to develop WCRF policy positions and recommendations.</li> <li>• Monitoring, analysing, influencing and responding to policy developments related to cancer prevention and non-communicable diseases.</li> <li>• Partnership with WHO – developing and delivering formal workplan with the World Health Organization as part of WCRF International's ongoing official relations status.</li> <li>• Working in partnership with a range of relevant stakeholders to deliver our advocacy objectives and policy research collaborations.</li> <li>• Support network policy and influencing activities, including             <ul style="list-style-type: none"> <li>○ Engaging with and influencing the with UK government, policy makers and key stakeholders</li> <li>○ Supporting Netherlands policy work including through EU stakeholder engagement</li> </ul> </li> <li>• Leveraging the WCRFI policy tools (including the NOURISHING and MOVING policy frameworks, databases, benchmarking tools and policy indexes) which monitor, benchmark and assess nutrition and physical activity policies that governments globally have implemented to encourage people to eat healthily and move more.</li> <li>• Development and dissemination of policy briefs, reports and publications, including the Building Momentum series - designed to help policymakers overcome common barriers to implementing evidence-informed nutrition policy. Areas covered to date include front of pack labelling, sugar taxes, marketing to children and promoting physical activity in primary healthcare.</li> <li>• Communicating policy positions and developments to a range of stakeholders including key international institutions, civil society organisations, governments and other policymakers, researchers and academia.</li> </ul>	

## Main purpose of the role

The Senior Policy and Public Affairs Officer (SPPAO) will predominantly support the development and delivery of a UK policy and public affairs strategy. The SPPAO will undertake policy monitoring and analysis, and public affairs engagement activities to deliver WCRF's UK policy and advocacy work, supported by the Head of Policy and Public Affairs (HoPPA) and the Senior Policy Research Manager (SPRM). This includes developing and contributing to UK policy positions and consultation responses as well as representing WCRF in UK health policy fora and coalitions – such as the Obesity Health Alliance and Alcohol Health Alliance, meetings and conferences.

The SPPAO will also work with the Senior Policy Research Manager (SPRM) and Head of Policy and Public Affairs (HoPPA) to support the Department's work on developing evidence-based policy for both our International and UK work. This will primarily be undertaken through maintaining and updating the NOURISHING and MOVING policy databases and specifically using international data and findings to support our UK PPA activities. The postholder will contribute to regular PPA Dept communications activities and work closely with Communications and Engagement and Fundraising Depts in relation to communicating UK policy activities and messaging.

The SPPAO will work closely with the Senior Policy Research Manager (SPRM) and collaborate with the HoPPA and the Policy and Public Affairs Manager (PPAM) as appropriate. The postholder will collaborate with the Science and Policy Project Manager (SPPM) to ensure that the SPPM is able to coordinate timelines and cross-departmental work to support the work of the PPA team. The postholder will also work with the Director of Research, Policy and Innovation (DRPI) and the Assistant Director of Research and Policy (ADRP) to support the Department's activities as needed.

## Main duties and responsibilities

A Delivery of UK Policy and Advocacy	
1	Monitor and analyse UK policy developments related to health, cancer and NCD prevention, with a particular focus on diet/nutrition, alcohol and physical activity, and any other relevant topics that may arise, with support from SPRM/HoPPA. This includes acting as main contact point for the UK political monitoring service.
2	Support the Head of Policy and Public Affairs (HoPPA) with UK stakeholder engagement through: <ul style="list-style-type: none"> <li>• Developing and maintaining relationships with key stakeholders including but not limited to other health charities, Royal Colleges/other Health Professional bodies, parliamentarians, civil servants and NHS bodies.</li> <li>• Representing WCRF UK in formal and informal UK health policy fora including civil society alliances, think tanks, and coalitions e.g. Obesity Health Alliance, the Alcohol Health Alliance, identifying opportunities to promote and share WCRF UK policy work and further our UK policy priorities.</li> <li>• Attending UK policy events such as parliamentary receptions, policy debates, party conferences and All-Party Parliamentary Groups.</li> </ul>
3	Develop and/or lead on as appropriate WCRF UK policy positions such as developing written evidence for select committees and drafting consultation responses, policy briefings and internal briefings.
4	Support network policy work by sharing UK developments that may be relevant e.g. for the Netherlands or internationally.
5	Collaborate with the Fundraising team to mobilise supporters to get involved in our influencing work through engaging with MPs and elected officials and sharing content
B Evidence based policy development and research	
1	Responsible for reviewing and updating the NOURISHING (nutrition policy) and MOVING (physical activity policy) databases with support from the Senior Policy Research Manager (SPRM) where appropriate. This will be undertaken through: <ul style="list-style-type: none"> <li>• Ongoing surveillance of international policy developments (policy scans or external submissions).</li> <li>• Maintaining and developing relationships with national experts to ensure policies meet the</li> </ul>

	inclusion criteria.
2	Undertake data management and audit activities for the policy databases under the supervision of the Senior Policy Research Manager (SPRM).
3	Support the further development of policy tools, status reports and journal articles leveraging NOURISHING and MOVING database and benchmarking of diet, nutrition and physical activity policies.
4	Contribute to the development of PPA department policy publications.
5	Identify and leverage NOURISHING and MOVING data to provide insights to WCRF UK policy positions and consultations responses.
6	Support and/or lead as appropriate WCRF involvement in collaborations or requests for collaborating or utilising the NOURISHING and/or MOVING databases.
7	Contribute to the future development of the policy databases.
<b>C</b>	<b>Communications</b>
1	Work with Communications and Engagement Department (Comms Dept) to contribute to press releases, social media and website content, in particular seeking ways to promote UK policy work. Collaborate with Science and Policy Project Manager to coordinate timelines and cross-departmental work in relation to communicating UK policy work.
2	Contribute to PPA Dept regular comms activities and outputs such as e-news, blogs, vlogs and social media content.
3	Attend, participate and represent PPA Dept/WCRF International/WCRF at key events and internal/external meetings and conferences, including giving presentations.
<b>D</b>	<b>Strategy and planning</b>
1	Contribute to PPA Dept stakeholder mapping and the development of policy maps.
2	Contribute to the development of PPA Dept priorities and annual workplan including UK policy and advocacy workplan.
3	Contribute to departmental reporting against KPIs, and Board reporting as appropriate for PPAO role.
<b>E</b>	<b>Other general support</b>
1	Any other duties and responsibilities relevant to the role.
2	Ensure all actions undertaken comply with the current General Data Protection Regulations (GDPR 2018).

**This role does not have budget and management responsibilities**



# PERSON SPECIFICATION

The person specification describes the specific experience, knowledge, skills, qualifications and attributes that are needed for the job.

		Application	Assessment	Interview
<b>Experience</b>	Significant professional experience in a UK policy and public affairs environment such as a charity or working in parliament - preferably in health.	✓		✓
	Experience of developing impactful public affairs strategies and campaigns that achieve support from decision makers and supporters	✓		✓
	Experience of advising colleagues on political matter areas and the ability to maintain up to date knowledge on political issues	✓		✓
	Experience of sourcing, scanning for, reviewing, assessing and analysing policy documents or legislation	✓	✓	✓
	Experience of writing for an external audience, such as reports, policy briefs, newsletter articles, or academic papers	✓	✓	✓
	Experience of reviewing, assessing and/or evaluating the impacts of public policy actions ( <i>Desirable</i> )	✓		✓
	Experience of working with communications and social media activity ( <i>Desirable</i> )	✓	✓	✓
	Experience of working in/with policy development and implementation within a European context ( <i>Desirable</i> )	✓		
<b>Knowledge and technical skills</b>	A demonstrable understanding of how the UK Parliaments operate and the tactics that can be used to influence policy and legislation	✓	✓	✓
	Technical competence in understanding and analysing public policy interventions or policy actions	✓		
	Computer literate with experience of using MS office (Word, Excel, Powerpoint and databases)	✓	✓	
	Experience of working with databases and the development of web platforms ( <i>Desirable</i> )	✓		✓
	Knowledge of food and / or physical activity and. / or alcohol policy as it relates to health ( <i>Desirable</i> )	✓	✓	✓
	Working knowledge of languages other than English, preferably Spanish (or another official UN language) ( <i>Desirable</i> )	✓		

<b>Personal attributes</b>	Passionate about delivering improvements to public health and cancer prevention through policy and public affairs	✓		✓
	Ability to produce concise, well-constructed written communications coupled with the ability to present verbally in a clear and persuasive manner, with all communications tailored to the needs of the audience	✓	✓	✓
	Ability to synthesise complex information from a range of sources	✓	✓	
	Ability to organise self, prioritise varied workloads with conflicting deadlines, plan effectively and work to tight deadlines, with a keen eye for details and accuracy, anticipating problems and identifying solutions	✓		✓
	Ability to achieve a high output while maintaining a high level of quality, demonstrating patience and perseverance when faced with setbacks and problems	✓		✓
	Ability to work proactively and independently as well as in a team to deliver a high standard of support to the team, always proactive and responsive to a range of requests	✓		✓
	Ability to take a flexible approach to working in a small team, with willingness to take on other responsibilities outside of job description and maintain a high-level of commitment in all circumstances.	✓		✓
	Excellent inter-personal and collaborative skills with a proven ability to influence and negotiate	✓		✓
	Willingness and ability to work co-operatively and supportively with colleagues, developing positive, open working relationships both within own team, across the wider organisation and with external stakeholders			
	Ability to maintain confidentiality and discretion at all times	✓		✓
<b>Education and qualifications</b>	Bachelor or Masters degree in public policy, public or global health, or health policy (e.g. policies on cancer, non-communicable diseases, food, obesity, physical activity) or other relevant subjects, or a Bachelor of Law.	✓		

Please note: While the main duties of this role involve working on WCRF International projects, the role is contracted to, and is paid by, WCRF.

# TERMS & CONDITIONS

## Salaries

World Cancer Research Fund (WCRF) operates a fair and transparent pay policy. We always ensure a salary range is listed on all of our job adverts and we benchmark the salaries for all our roles every 2/3 years to ensure we are paying fairly within market norms.

Staff salaries are paid into bank accounts once a month on the 26th of each month.

## Hybrid Working

We are currently operating hybrid working for all staff across the organisation. The office is open 3 days a week (Tues, Wed and Thurs) and full-time staff are required to be in the office at least 2 of these days each week, Tuesday and Wednesday or Thursday.

## Flexi-time scheme

A flexi-time scheme is in operation across the organisation. The daily requirement is to work 7.5 hours. Staff also need to take a lunch break of at least 30 minutes (staff can take up to a maximum of 2 hours for lunch). The core hours are 10.00am–4.00pm, Monday to Friday when all employees must be present. Employees may arrive for work between 8.00am and 10.00am and leave between 4.00pm and 7.00pm. The daily minimum hourly requirement of 7.5 working hours per day plus lunch must be met; any extra time cannot be "rolled over" or "banked".

## Annual leave

Our annual leave year runs from 1 October to 30 September. Annual entitlement for full-time staff is in relation to length of service:

- Less than 1 year of continuous service at the beginning of a holiday year: 25 days (pro-rated to your start date)
- 1 year or more of continuous service at the beginning of a holiday year: 26 days
- 3 years or more of continuous service at the beginning of a holiday year: 28 days
- 5 years or more of continuous service at the beginning of a holiday year: 30 days

The WCRF office is closed from the last working day before Christmas until the first working day after the New Year. Staff are required to take the three working days between Christmas and New Year as annual leave.

## Sick leave

For full-time staff, we allow up to 20 days sick leave in any rolling year without deducting pay. This allowance increases to 25 days sick leave plus 40 days half-pay after one years' service.

## Pension plan

We contribute into an approved pension scheme, which is administered by Standard Life. Employees will be auto-enrolled into the scheme after 3 months and will contribute a minimum of 5% of their salary each month. WCRF will match the employee's contributions of up to 5% of the employee's salary each month.

We also offer staff the option to switch their pension to a salary sacrifice arrangement on request.

## Private healthcare

We offer private healthcare for employees, which gives all employees access to private healthcare (hospital and outpatient care) by referral from NHS. You are eligible to join the scheme after successful completion of the probationary period.

## Dental cover scheme

We offer all employees a contribution to their dental expenses by allowing employees to opt in to a dental cover scheme. You are eligible to join the scheme after successful completion of the probationary period.

## **Life assurance and income protection**

We cover all employees from their first day of employment and provide cover, which is equal to 4 x the individual's salary on death while employed alongside critical illness cover.

## **Permanent Health Insurance (PHI) scheme**

All permanent members of staff, up to the age of 65, whose normal hours of work are at least 15 per week, are covered by the organisation's Permanent Health Insurance (PHI) Scheme, at no cost to employees.

PHI is intended to provide income protection in the event of long-term illness or disability. The scheme provides an income replacement of up to 50% of the basic annual salary after a waiting period of 26 weeks, starting from the date a disability commences.

## **Season ticket loan scheme**

Employees can take advantage of an interest free loan for a purchase of an annual travel ticket. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

## **Cycle to work scheme**

Employees can take advantage of an interest free loan for a purchase of a tax-free bike or accessories. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

The WCRF office also offers secure, lockable, storage for your bike and there are showers available within the office.

## **Employee assistance programme**

All employees, and their families, have access to a 24-hour confidential advice and support line. This service offers access to trained advisers and counsellors from The British Association for Counselling and Psychotherapy (BACP) who can offer advice on a range of issues, including financial and debt concerns, legal information, relationship or family worries, bereavement, stress, anxiety and other emotional issues. If appropriate you may also be referred for up to eight sessions of face-to-face counselling.

## **Mental Health and Wellbeing**

We run a Mental Health Champions scheme that staff can volunteer to be a part of. Our Mental Health Champions are sent on an accredited Mental Health Training Course and are then available to offer help to any staff member experiencing a mental health problem; guiding them to access appropriate professional help. They also work in collaboration with the organisation to promote wellbeing and encourage a culture where mental health can be discussed openly.

## **Flu Vaccinations**

We offer staff the chance to receive a free flu vaccination each year. This is either at the WCRF office, where a trained nurse will be arranged who will administer the vaccine onsite, or by providing a voucher to enable them to receive the vaccine at a participating pharmacy of their choice.

## **Christmas and Summer Parties**

We hold two annual parties, in the Summer and at Christmas, paid for by the organisation, for staff to come together outside of work and have fun!

## **Dog Friendly Office**

Staff have the opportunity to bring their dog into the office one day per week (Wednesdays) subject to WCRF guidelines.

## **Training and Development**

WCRF are committed to enabling professional development and all staff are encouraged to regularly

discuss training and development. In addition, there is an annual appraisal process in place during which individual needs are formally discussed and identified.

We also offer payment for job-related professional subscriptions and fees (subject to WCRF guidelines), opportunities to attend international conferences on behalf of the organization, and study leave and sabbatical leave policies.

### **Probationary period and notice period**

The post-holder is subject to a 6-month probation period during which 1 weeks' notice on either part will apply. Following successful completion of the probationary period the post-holder will be on 1 months' notice period.

# HOW TO APPLY

## Recruitment timetable

Closing date for applications:	5pm, 20 <sup>th</sup> October 2024
Interviews:	w/c 4 <sup>th</sup> November 2024

## To apply

You can apply for this vacancy by submitting a CV, covering letter (maximum two pages) and completed Equal Opportunities Monitoring Form. Your covering letter should provide specific examples of past achievements to demonstrate how you meet each criterion of the Person Specification and should also highlight how your skills and experience would benefit World Cancer Research Fund.

Your CV, covering letter and completed Equal Opportunities Monitoring Form can be submitted by email or post:

**E-mail:** [hr@wcrf.org](mailto:hr@wcrf.org)

**Address:** Human Resources  
World Cancer Research Fund  
140 Pentonville Road  
London N1 9FW  
UK

**Phone:** 020 7343 4200

**If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.**

# EQUAL OPPORTUNITY MONITORING FORM

World Cancer Research Fund is committed to equal opportunities for all. Please help us monitor the effectiveness of our Equal Opportunity Policy by completing and returning this form. This will be separated from your application prior to assessment and used solely for statistical purposes.

Post applied for:	
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Please tick the appropriate boxes below:

## GENDER

Male		Female	
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## DISABILITY

World Cancer Research Fund welcomes applications from people with disabilities. The Disability Discrimination Act 1995 describes a disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities. Having read this definition, do you consider yourself to have a disability?

Yes		No	
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## ETHNIC GROUP

The categories indicated below are those recommended for use by the Commission for Racial Equality.

How would you best describe your ethnic origin?

Bangladeshi		Indian	
Black – African		Irish	
Black – Caribbean		Pakistani	
Black – Other (please specify)		White	
Chinese		Other (please specify)	

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## NATIONALITY

UK	
Other (please specify)	

.....

Thank you for answering these questions.

# JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, WCRF collects and processes personal data relating to job applicants. WCRF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. WCRF collects a range of data about you which will include:

- Your name and contact details (including email address and telephone numbers);
- Details of your skills, qualifications, experience and employment history;
- Details regarding your current levels of remuneration and any work benefits entitlements
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- Information regarding your right to work in the UK and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

This information will be collected from your CV and/or cover letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal records checks as applicable.

## HOW WE HANDLE THE DATA THAT IS SUBMITTED BY YOU

This data will be stored in an electronic format (including email) on our internal IT systems and also on paper within our HR Department. Your information may be shared internally for recruitment purposes with our recruiting managers, HR and IT team strictly for decision making purposes. **We do not share your data with any third parties.**

## WHY WE PROCESS PERSONAL DATA

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during the recruitment process to ensure that we make and keep records of the process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer the roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

## DISCLOSURE OF YOUR INFORMATION

WCRF may transfer your data outside of the European Economic Area. However, your data will be protected as well as it would be in the EEA. Internally we will protect your data through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused, and is not accessed by our employees except in the proper performance of their duties.

## DATA RETENTION

We will retain your personal data for a period of 1 year after we have communicated to you our decision about whether to appoint you to the role. We retain the information for that period so that we can show, in the event of a legal claim that we have not discriminated against candidates on prohibited grounds that we have conducted the recruitment process in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with the applicable laws and regulations

If your application is unsuccessful, we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing.

## WHAT IF YOU DO NOT PROVIDE PERSONAL DATA

You are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.



### **AUTOMATED DECISION-MAKING**

Our recruitment process is not based on automated decision making and as such you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

### **DATA PROTECTION LEGISLATION (YOUR RIGHTS)**

As a data subject, you have a number of rights including:

- Access to your data on request
- Require us to stop processing your data on demand
- Requires us to delete your data on demand
- To change any incorrect or incomplete data we hold on you
- Request the transfer of your personal data to another party

If you would like to exercise any of these rights or have any queries with the privacy notice, please contact:  
HR Director, WCRF, 140 Pentonville Road, London N1 9FW.