

Candidate information pack

Senior Policy and Public Affairs Manager

Closing date: 5pm, 12th October 2026

This pack includes:

- Welcome letter
- Organisational values
- Innovation and AI
- About the role
- Job description
- Person specification
- Terms, conditions and benefits
- How to apply
- Equal opportunity monitoring form
- Job applicant privacy policy

Welcome

World Cancer Research Fund International (WCRF) 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 (AICR), UK (WCRF) and Netherlands (WKOF).

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 or visit our website at 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

Our values

EVIDENCE BASED

We are 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.



Innovation and AI

Artificial Intelligence (AI) is an integral part of how we work at WCRF and we are actively integrating AI and new technologies into our ways of working.

We are committed to using AI and emerging technologies to:

- Improve efficiency and reduce administrative burden
- Enable higher-quality, more impactful work
- Make the best possible use of our resources and donor funding
- Support our staff in developing future-ready skills

This means that all roles—regardless of function—are expected to:

- Be open to learning and adopting new tools and processes
- Contribute to improving how we work through innovation
- Use AI responsibly to increase efficiency and quality of output
- Continuously develop skills to stay effective in a changing workplace

All staff are expected to engage with new tools, processes, and ways of working as they are introduced. While existing approaches may be effective today, part of our organisational responsibility is to continuously evolve and adapt to future needs.

You do not need to be an expert in AI to join us. However, a willingness to learn, adapt, and explore new approaches is essential.

We recognise that adopting new ways of working can feel challenging. We are committed to supporting our staff through training, tools, and shared learning so that everyone can confidently navigate these changes.

Being open to change, learning new skills, and experimenting with better ways of working is a core part of every role at WCRF.

By embracing innovation, we ensure that our time is focused where it matters most—delivering impactful work that makes the best use of donor funding.

About the role

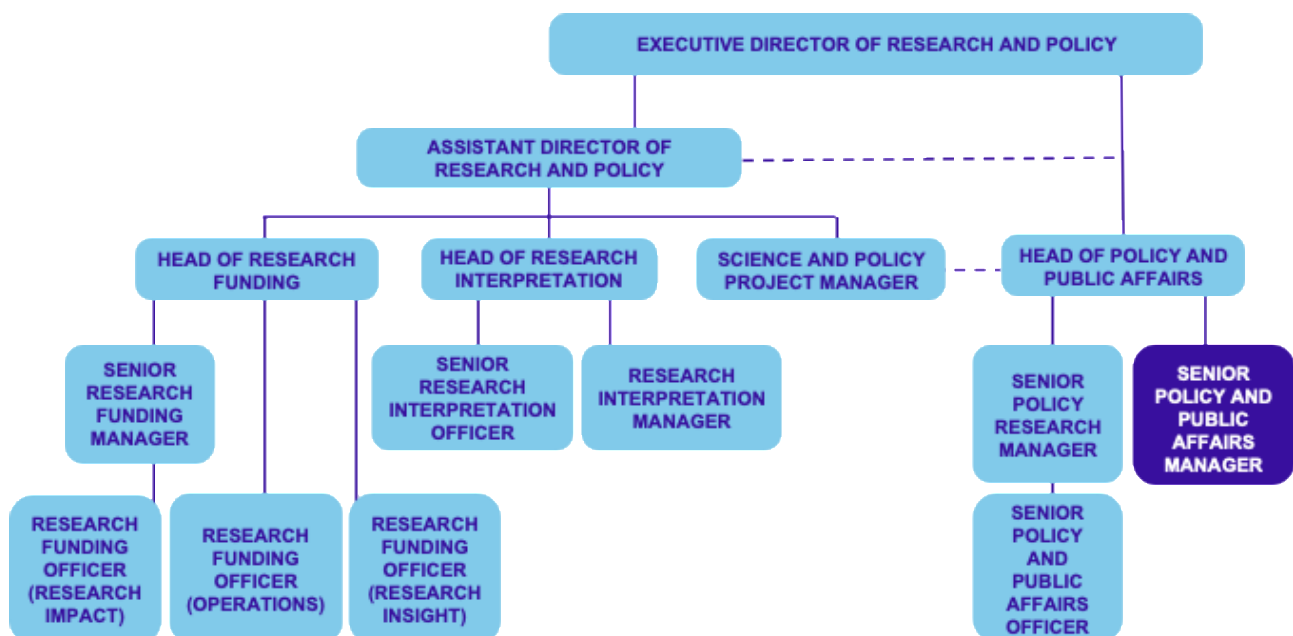
We are seeking a Senior Policy and Public Affairs Manager to develop and promote policy positions on nutrition and physical activity policy based on research and evidence, and engage with key stakeholders such as the WHO, EU institutions and national governments on WCRF priority areas as well as providing information on expansion into possible new policy areas.

The Senior Policy and Public Affairs Manager will be responsible for strengthening and expanding WCRFI's engagement with WHO and EU Member States, including through the management of our official relations status with WHO. The Senior PPA Manager will also lead policy position development and analysis activities of the PPA Department in key focus areas such as alcohol and national cancer planning. This will include evidence reviews requiring a high level of technical competence in understanding the effects and effectiveness of policy actions.

Who you will be working with:

You will be working with World Cancer Research Fund International's Policy and Public Affairs team who work at a global level to encourage the adoption of effective policies to prevent cancer and other non-communicable diseases through healthier diets and body weight and more physical activity.

WCRF International's Policy and Public Affairs Department



What we are looking for:

- Experience in and understanding of public health policy such as NCDs and prevention, obesity, diet and nutrition and physical activity
- Experience of developing and implementing influencing strategies with senior level policy makers at international, regional and national levels, including with WHO member states.
- Experience of managing external stakeholders, including members of the research community and civil society organisations.
- Experience of undertaking high-quality policy analysis and formulating policy positions and proposals for change
- Proven project management skills and experience, delivering projects on time and within budget
- Experience of writing for an external audience, such as reports, policy briefs, newsletter articles, or academic papers, as well as presenting both internally and externally
- Strong understanding of the international policy landscape and an ability to identify and leverage key opportunities for advancing policy recommendations

Job Description

Job title	Senior Policy and Public Affairs Manager
Department	Science and Policy
Reporting to	Head of Policy and Public Affairs
Contract	Permanent
Location	London N1
Hours	37.5 hrs per week – full/part 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
Salary	FTE: c.£48,000 per annum, plus benefits

Department description

Our vision is to see a world where no one develops a preventable cancer. To help achieve this, we fund and interpret research into how to prevent and survive cancer through diet, nutrition and physical activity and translate this into real world change through policy and influencing.

The Research and Policy Directorate comprises three main areas: Research Funding, Research Interpretation, and Policy and Public Affairs. The Directorate partners with like-minded organisations and takes part in key national and international initiatives and collaborations to help achieve our goals and reach a broader audience. The Directorate also provides strategic direction and support for science and policy-related activities throughout the WCRF network and interacts with other Directorates in the UK and the rest of the network to provide scientific advice and support for national activities.

The Policy and Public Affairs Department (PPA Dept) 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 (NCDs).

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 survivorship and alcohol.

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 Research Funding and Research Interpretation teams.

The work of the PPA Dept includes:

- Using the latest research and evidence to develop WCRF policy positions and recommendations.
- Monitoring, analysing, influencing and responding to policy developments related to cancer prevention and non-communicable diseases.
- Partnership with WHO – developing and delivering formal workplans with the World Health Organization as part of WCRF International's ongoing official relations status.
- Working in partnership with a range of relevant stakeholders to deliver our advocacy objectives and policy research collaborations.
- Deliver WCRFI network policy and influencing activities, including
 - Engaging with and influencing the UK government, policy makers and key stakeholders
 - Engaging with Netherlands policy work including through EU stakeholder engagement

- Leveraging the WCRFI policy tools (including the policy blueprint for cancer prevention and our updated NOURISHING and MOVING policy frameworks, databases, benchmarking tools and policy indices) to monitor, benchmark and assess nutrition and physical activity policies that governments globally have implemented to encourage people to eat healthily and move more.
- Development and dissemination of policy briefs, reports and other publications designed to help policymakers overcome common barriers to implementing evidence-informed nutrition policy. Areas covered to date include front of pack labelling, sugar taxes, alcohol and cancer, and integrating primary prevention into national cancer control plans.
- Communicating policy positions and developments to a range of stakeholders including key international institutions, civil society organisations, governments and other policymakers, researchers and academia.

Main purpose of the role

The Senior Policy and Public Affairs Manager (SPPAM) is responsible for developing WCRFI's international policy work with a particular focus on policy development in collaboration with the WHO and Member States, including the management of our official relations status with WHO, with oversight from and supporting the Head of Policy and Public Affairs (HoPPA). The SPPAM will also be responsible for leading the development and implementation of a programme of work to engage WHO and its member states, focusing initially on the WHO EURO region and the EU and expanding to other regions as needed. The aim of this work will be to improve awareness of WCRFI's Cancer Prevention Recommendations and identify opportunities to integrate cancer prevention into national, regional and global actions plans and strategies on cancer, non-communicable diseases (NCDs), and other relevant public health priorities. This includes leading on engagement with key international stakeholders, building, strengthening and managing effective relationships, coordinating and attending meetings, and seeking to harness influencing opportunities arising at global level, which may also be relevant at regional or national level.

The PPA Dept has Policy Leads that are responsible for building and maintaining expertise in their designated policy areas, leading the development of relevant policy positions and consultations and responses, and providing important insights on those policy areas to PPA team colleagues to support their work, as appropriate. The SPPAM will be Policy Lead on key areas of work such as alcohol, national cancer planning and commercial determinants of health (CDoH). The postholder's work will address WCRF's broader policy areas and they will also contribute to the development of other policy positions and consultation responses collaborating with other PPA team members.

The SPPAM manages the WCRF Policy Advisory Group (PAG), an external group of expert advisors who provide technical and strategic input into WCRF International's evidence-for-policy and influencing work, and will support the development and delivery of the PAG's programme of work. The SPPAM will also contribute to ensuring that the latest scientific findings, including from CUP Global and the research grants programme, as well as WCRF Cancer Prevention Recommendations, are translated into clear, actionable policy actions, in collaboration with other members of the PPA and Research teams.

The postholder will support the HoPPA, the Executive Director of Research and Policy (EDRP) and the Assistant Director of Research and Policy (ADRP) to deliver PPA strategy and priorities including contributing to strategy development, annual workplans, Board and impact reporting as relevant for the role and supporting the PPA stakeholder database.

As well as contributing to regular PPA Dept communications activities, the SPPAM will provide input to press releases and act as PPA media spokesperson on areas where they are designated Policy Lead and/or to stand in for the HoPPA as appropriate.

The SPPAM will work closely with the Senior Policy Research Manager (SPRM) and Policy and Public Affairs Officer (PPAO) 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 Executive Director of

Research and Policy (EDRP) and the Assistant Director of Research and Policy (ADRP) to support the Department's activities as needed.

Main duties and responsibilities

A	International policy and advocacy
1	Support the Executive Director of Research and Policy (EDRP), Assistant Director of Research and Policy (ADRP), and Head of Policy and Public Affairs (HoPPA) to identify, establish, develop and manage external partnerships and collaborations, building and maintaining effective relationships including with key international institutions like UN agencies such as WHO and UNICEF, civil society organisations such as NCD Alliance and UICC, high-level policymakers, researchers and academia to extend our influence and impact.
2	Represent WCRF International and deliver advocacy efforts with key international stakeholders at high level meetings, and coordinate and attend meetings and conferences including giving presentations to promote our policy work and further our policy priorities.
3	Provide expert advice and guidance on policy trends and best practices to the organisation's senior leadership and partners.
4	Manage WCRF's WHO official relations status including engagement with key WHO officials, with oversight from HoPPA.
5	Develop and strengthen relationships with WHO Member State representatives to deliver WCRF's international policy and advocacy objectives.
6	Share global developments and analysis to contribute as needed to WCRF Network policy and public affairs activities including but not limited to policy monitoring and analysis, internal and external briefings, consultation responses and identifying opportunities for engagement. In particular the PPAM will provide useful insights for PPA colleagues whose work touches the policy areas for which the postholder is designated Policy Lead.
7	Develop and execute advocacy strategies to influence global policy decisions and development on key issues such as healthy diets, alcohol control and physical activity promotion.
B	Evidence-based policy development and research
1	Lead policy work including monitoring and analysis and the development of briefings, policy positions and consultation responses as designated PPA Dept Policy Lead on alcohol, cancer policy and commercial determinants of health (CDoH), and other areas to be defined in due course.
2	Contribute to monitoring, analysis and policy development across the broader area of non-communicable diseases (NCD) prevention (diet/nutrition, physical activity and alcohol) collaborating with other PPA team members as appropriate and delivering proposals for change.
3	Develop and contribute to evidence reports, policy briefs, journal articles or other outputs to support policy implementation (e.g. Building Momentum series) and influence government policy and practice, collaborating with other PPA team members as appropriate.
4	Lead the exploration of WCRF engagement in agreed new policy areas and strengthen our knowledge base of new policy landscapes.
5	Work with the Science team to ensure policy work aligns with and uses CUP Global evidence and outputs, and contribute to the development of policy facts sheets on CUP Global guidance and recommendations.
6	Manage WCRF International's Policy Advisory Group, an external group of expert advisers, with oversight from the HoPPA, leading the development and implement the PAG's annual work plan.
7	Contribute to measuring the impact of our evidence-based policy development and influencing.

8	Explore how AI and digital solutions can enhance the development, implementation and impact of WCRF International's evidence-for-policy and policy influencing work.
C	Strategy and planning
1	Support the HoPPA to deliver PPA strategy and priorities including contributing to strategy development, key performance indicators, annual workplans, Board and impact reporting as relevant for the PPAM role.
2	Coordinate and contribute to WHO and UICC workplans with HOPPA guidance and liaising with Science and Policy Project Manager (SPPM) to ensure that the SPPM can coordinate timelines and cross-departmental work to support PPA team work where appropriate.
3	Review and update the PPA stakeholder database as per the role's stakeholder engagement.
D	Communications
1	Work with the communications team to ensure consistent messaging and public positioning in line with global advocacy goals
2	Contribute to PPA Dept regular comms activities and outputs such as e-news, blogs, vlogs and social media content working closely with the Communications and Engagement Department (Comms Dept).
3	Contribute to press releases and act as PPA team media spokesperson on areas where they are designated Policy Lead and/or to stand in for the HoPPA as needed.
4	Identify opportunities to promote international policy and advocacy work and liaise with Comms Dept to undertake dissemination activities.
5	Liaise with the Comms Dept in relation to the launch of policy publications, journal articles or other policy outputs.
6	Work with Fundraising Dept to contribute to the development of policy related messaging for fundraising activities.
7	Identify and engage funders / funding opportunities / collaborations that can support our policy objectives in collaboration with Fundraising team
E	Other
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).

Person specification

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

		Application	Assessment	Interview
Experience	Experience of reviewing, assessing and/or evaluating the impacts of public health actions and developing policy positions	✓		✓
	Experience of undertaking high-quality policy analysis and formulating proposals for change	✓		✓
	Experience of identifying and promoting influencing opportunities at international, regional and national level	✓	✓	✓
	Experience of writing for an external audience, such as reports, policy briefs, newsletter articles, or academic papers	✓		✓
	Experience of project management and/or planning projects	✓		✓
	Experience of managing external stakeholders, including members of the research community and civil society organisations	✓		✓
	Experience of reviewing, assessing and/or evaluating the impacts of public health actions	✓		✓
	Experience of working with communications to promote WCRF's work	✓		✓
Knowledge and technical skills	High level of technical competence in understanding the effects and effectiveness of policy actions as they relate to health	✓	✓	✓
	Understanding of policy on the prevention of cancer, non-communicable diseases, overweight/obesity and/or food, physical and/or alcohol as it relates to health (alternative relevant public health competences will also be considered)	✓	✓	✓
	Demonstrable knowledge of WHO systems, structures and processes and a strong understanding of how to leverage these to effect impactful policy change at national, regional and global levels.	✓	✓	✓

	Computer literate with experience of using MS office (Word, Excel, Powerpoint and databases) and AI tools.	✓		
Personal attributes	Ability to organise self, prioritise varied workloads, plan effectively and work to tight deadlines with a keen eye for detail and accuracy	✓		✓
	Ability to use different communications styles and engagement techniques suited to different audiences to achieve influence	✓		✓
	Excellent communication skills, with the ability to communicate effectively and creatively, both verbally and in writing	✓	✓	✓
	Ability to synthesise complex information from a range of sources	✓		✓
	Ability to work collaboratively and sensitive to cultural differences with external partners from a range of different disciplines and backgrounds	✓		✓
Education and qualifications	Masters degree in public health, health policy (e.g. policies on cancer, non-communicable diseases, food, obesity, physical activity and/or alcohol) or human nutrition (alternative relevant subjects will also be considered)	✓		
Other requirements	Ability to travel to overseas events and symposia (approx. 4 trips a year)			✓

Terms, conditions & benefits

Salaries

World Cancer Research Fund 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 10am–4pm, Monday to Friday when all employees must be present. Employees may arrive for work between 8am and 10am and leave between 4pm and 7pm. 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

In addition, the office is closed from the end of the last working day before Christmas until the first working day after the New Year.

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. World Cancer Research Fund 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.

World Cancer Research Fund 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 offer 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 World Cancer Research Fund 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 (Thursdays) subject to World Cancer Research Fund guidelines.

Training and development

World Cancer Research Fund is 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 World Cancer Research Fund guidelines), opportunities to attend international conferences on behalf of the organisation, 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 2 months' notice period.

How to apply

Recruitment timetable:

Closing date for applications:	5pm, Monday 12 th October 2026
First interviews:	27 th /28 th October 2026
Second interviews (if applicable):	10 th -12 th November 2026

To apply

You can apply for this vacancy by submitting a CV (max. 3 pages), covering letter (max. two pages) and a 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

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:

Please tick the appropriate boxes below:

Gender

Male ☐ Female ☐

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 ☐

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)	☐

.....

Nationality

UK ☐
Other (please specify) ☐

.....

Thank you for answering these questions.

Job applicant privacy notice

As part of any recruitment process, World Cancer Research Fund collects and processes personal data relating to job applicants. World Cancer Research Fund is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. World Cancer Research Fund 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

World Cancer Research Fund 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: The Director of HR & London Operations, World Cancer Research Fund, 140 Pentonville Road, London N1 9FW.