

RECRUITMENT PRIVACY NOTICE

Background

This privacy policy covers how we, the Federation of European Biochemical Societies, collect, use, store and protect the data that is supplied to us by job applicants.

Our Commitment to Job applicants

We believe completely in equal opportunities and will treat all applicants fairly with no discrimination. We never knowingly provide misleading information about the nature of the role. We are committed to managing your personal information securely and with respect in accordance with the General Data Protection requirements.

The information we collect may cover the following:

- Contact information (name address, phone number and email address)
- Information from CV or application form or covering letter (education, skills and qualifications)
- References from the names referees that the applicant provides and only with the applicants' consent.
- Visa and proof of the right to work in the UK documents
- Employment records (including job titles, work history, working hours, training records and professional memberships).
- Salary, annual leave, pension and benefits information.

We may also collect, store and use "special categories" of more sensitive personal data which require a higher level of protection such as information Occupational Health records with consent from the application, information about race or ethnicity, religious beliefs, sexual orientation, political opinions and criminal convictions and offences (if any).

Purpose of collection

The purpose of collecting this information is to find suitable candidates to fulfil a specific role within our Company, and to check that you are legally entitled to legally work in the UK. We collect personal information directly from candidates and from referees (only after interview).

We may only use information relating to criminal convictions where the law allows us to do so and it is appropriate given the nature of the role.

How the information is held.

Most information is transmitted by email and is stored on our computers and paper-based filing. We may transfer the personal information we collect about you to FEBS personnel based outside the EU/EEA in order to conduct the recruitment process. Our server data is backed up to the cloud with datacentres and data stored in the EEA. Our computers are safeguarded by anti-virus software and the regular changing of security passwords.

All this information can only be accessed by the relevant authorised FEBS personnel. Our staff are trained to understand the importance of keeping personal data secure.

The information on candidates for specific roles will be held for 6 months in line with CIPD recommended best practice. After which paper files will be securely shredded and computer records deleted. Only if we have asked, and you have given your consent for the data to be held will this not apply.

Disclosure

We may disclose the information for the purpose of obtaining referees. Where additional information is required the information may be disclosed to the Disclosure and Barring Service, your G.P or an Occupational Health professional only after you have given your consent

You have specific rights in connection with personal information: request access to your personal information; request correction of the personal information that we hold about you; request erasure of your personal information; object to processing of your personal information where we are relying on a legitimate interest; request the restriction of processing of your personal information; request the transfer of your personal information to another party and the right to withdraw consent.

Complaints

Privacy complaints are taken very seriously and if you believe that we have breached your privacy you should in the first instance write to the Chief Administrator stating the details of your complaint. If we have breached our duty of care, we will take appropriate action. If you are not satisfied by our response you also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (Email: casework@ico.org.uk).

We may make changes to this Recruitment Privacy Notice from time to time.