

EARLHAM INSTITUTE TRUSTEE RECRUITMENT PRIVACY NOTICE

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Note: This document is only valid on the day it was printed.

1. SUMMARY

- 1.1 The Earlham Institute (EI) operational teams supports the Board Chair and other Trustee Directors with Trustee Director recruitment. This privacy notice explains how as data controller we collect, store and use any personal information we obtain during the recruitment process, in accordance with the UK GDPR (United Kingdom General Data Protection Regulation).

2. WHAT INFORMATION DO WE HOLD ABOUT YOU?

- 2.1 When you apply for a Trustee Director role with the EI, we collect a range of sensitive and non-sensitive data about you.

3. NON-SENSITIVE DATA

- 3.1 We collect personal information such as your name, address, e-mail address etc, together with details of your skills, qualifications and experience relevant to the role you are applying for.

4. SENSITIVE DATA

- 4.1 We collect information about your age, gender (including previous gender identity if applicable), disability, ethnic origin, religion, belief or lack of religion/belief and sexual orientation as part of our equality monitoring procedures.

5. HOW WE USE YOUR INFORMATION

- 5.1 Non-sensitive data collected from your application form or CV is used to assess your suitability for the role and, as appropriate, make arrangements for selection activities.
- 5.2 Sensitive data collected as part of our equality monitoring procedures is used to provide anonymised data and reports to ensure we maintain and promote equality of opportunity across our recruitment practices. As appropriate, it may also be used to ensure reasonable adjustments are made to recruitment processes in relation to any disability, in accordance with the Equality Act 2010.

6. HOW DO WE STORE AND SHARE YOUR INFORMATION?

- 6.1 Your information is mainly stored in secure electronic systems. Electronic or paper copies of your application form or CV will be provided to the Board of Trustee shortlisting/interview

panels. For some posts, the recruitment panel will include members of the executive and or external members such as from our key stakeholders such as funding bodies. While external panel members will be provided with a copy of your application form or CV, no paperwork will be retained by them once the recruitment process has been concluded.

- 6.2 Equality monitoring data is stored electronically and not shared outside of the operational team managing the application process, other than in the form of anonymized data for equality monitoring purposes.
- 6.3 If we wish to take up references following short-listing or a conditional offer to join the Board, we may provide non-sensitive personal information to any referee you have included in your application form or CV. If you indicate on your application form that you do not wish us to contact referees before interview or without referring to you first, we will respect your wishes.
- 6.4 If you require a Visa to take on the role of Trustee Director with EI we may be required to share your personal information with UK Visas and Immigration (UKVI) in order to support your Visa application.
- 6.5 Finally, we may share details regarding your application and recruitment decisions when requested by auditors, as part of our Audit Committee audits.

7. **SECURITY OF YOUR INFORMATION**

- 7.1 We are committed to keeping your personal information safe and secure. As indicated above, your personal information is created, stored and transmitted securely in a variety of electronic and paper formats. Access to your personal information is limited to shortlisting/interview panel members and staff who have a legitimate interest in it for the purposes of carrying out their contractual duties.

8. **ACCESSING, CORRECTING OR DELETING YOUR INFORMATION**

- 8.1 We want to make sure that your personal information is accurate and up to date. You have the right to request a copy of the information we hold about you, to request a correction and to request that your personal data is deleted. In some cases, we may not be able to agree to your request. In this situation we will provide you with the reason and you have the right to complain to the Information Commissioner if you are unhappy with our decision. You have a range of other rights under the UK GDPR. If you would like more information, please see the Information Commissioner's Office website: <https://ico.org.uk/>(see "Your data matters").

9. DISPOSAL OF YOUR DATA

9.1 We retain all information we collect during the recruitment process for a period of six months after the post has been filled. This is to ensure that we can provide feedback to unsuccessful candidates and deal with any queries about the recruitment process. After this period, for all unsuccessful candidates, all information is deleted or securely disposed of unless the Home Office requires a longer retention period related to visa sponsorship. For successful candidates, personal information collected during the recruitment process will form part of the Trustee Directors file and used for the purposes of corporate governance, which is covered by a separate Privacy Notice for Trustee Directors at EI.

10. WHO CAN I CONTACT AND COMPLIANCE WITH THE DATA PROTECTION LEGISLATION?

10.1 If you have any questions about how your personal information is used, or wish to exercise any of your rights, you can contact the data protection advisor at EI dpa@earlham.ac.uk, or the Information Commissioner (please see details above).

This notice will be reviewed on a regular basis and may be amended and updated at any time. We may also notify you in other ways from time to time about the processing of your personal information.

Last reviewed: February 2023