

## **Recruitment and Employment Privacy Notice**

At **reunite**, confidentiality and the security of any information you give to us is a high priority. This policy document is intended to set out why we use your data, how it is stored and processed, our legal basis for using your data and what your rights are relating to your data.

### **Who are we?**

**reunite** International Child Abduction Centre is a charity registered with the Charity Commission – Charity Number 1075729. We are sometimes known as ‘**reunite**’ or ‘**reunite** International’ and are referred to as ‘we’ throughout this notice.

**reunite** includes our Advice Line and Mediation services.

### **Who can you contact about your data?**

If you would like to request to see the data that we hold on you, or have any queries or complaints relating to how we handle your data, please contact us in writing by email to [reunite@dircon.co.uk](mailto:reunite@dircon.co.uk) or by post to reunite International Child Abduction Centre, PO Box 7124, Leicester, LE1 7XX.

### **How do we collect information about you?**

**From you directly** – Your personal information may come directly from yourself, such as through your application form, any interviews, phone conversations, emails, posts on our social media sites or through the post.

**From Third Parties** – We are sometimes given information by third parties. Examples of this include:

- Information provided by referees

### **What information do we collect about you?**

We will collect certain information about you through the recruitment process. Such information includes:

- Your contact information; including your address, telephone number and email address.
- Information about your employment history, qualifications held and work experience.
- Notes made by interviewers during or after any interview.

If you are offered a position at reunite, we will collect further information from you, including:

- Evidence of your right to work in the UK.
- Reference provided by your designated referees.
- Your banking information so that we can set up payment of your salary.

If there is any information that you do not wish to give us, or that you would not like us to record, then you do not have to disclose this information to us. This may impact our decision-making when filling a job vacancy and whether we are legally able to employ you.

### **How do we use your information?**

We will only use your data where there is a legal reason for us to do so.

### **Legitimate Interests**

We will use your information for legitimate interests, as long as it does not infringe upon your rights. Most of the information collection and processing we undertake are in our legitimate interests so that, among other things, we can:

- Undertake a thorough, balanced and fair recruitment process.
- Assess training needs.
- Respond to any legal claims made against us.

Although we will be processing data for our legitimate interests, we still consider the confidentiality of your personal information to be of great importance. We will not process your data in a way that infringes upon your data rights.

### **Fulfilment of a Contract**

We will process your information to fulfil a contract we have with you, or a contract you have with someone else, such as:

- Arranging the payment of any salary owed.

### **Legal Obligation**

By law we may need to process your information and share it with other parties in particular circumstances. Examples of this include:

- Taking information from you that confirms your right to work in the UK, and sharing this with third parties as legally necessary
- Sharing information with HMRC to calculate your tax liability.

- Disclosing welfare concerns to a Local Authority, Police or other appropriate bodies when we feel that a child or vulnerable adult is at risk of harm.

### **Who will we share your information with?**

Data provided within your application and through the recruitment process will only be shared with current reunite employees. This is for the purpose of ensuring we are able to undertake the recruitment process fairly and effectively.

If you are offered a position, including should you choose to accept it, some of your personal information will also be shared with third parties as needed for the purposes of your employment. These may include:

- The company we hire to undertake payroll duties.
- IT support and email provider to allow your access to the computer system and provide you with a work email address.

### **How is your information stored and how long is it kept for?**

All electronic information will be stored securely on the **reunite** server, with no duplicates being shared or taken outside of the office, save for the necessary situations addressed above.

Any information that is kept on physical copies will be kept securely within the reunite office. Copies of this information will not be made unnecessarily and will not be shared, save for the necessary situations addressed above.

If your application for employment is successful we will keep your personal information for the duration of your employment, and as long as is held reasonable after that, depending on the nature of the information.

If your application is not successful we will keep your personal information for up to one year, after which it will be destroyed securely.

### **Your Rights**

Data protection law provides you with certain rights in relation to your personal data. These rights are:

- The right to be informed – you have a right to be told what personal information we hold about you, why we have it and if it is shared with third parties. Such information is provided in this Privacy Notice.
- The right to access – you have a right to see and have a copy of your personal information that we hold, unless a legal exception applies.

- The right to have inaccurate information corrected – you have a right to change any of your personal data that we hold that is inaccurate.
- The right to restrict use – you have the right to say that you don't want your data to be used in certain ways.
- The right to erasure – you have the right to ask that your personal data that we hold be erased, though some exceptions apply.
- The right to data portability – you have the right to ask for the information you have given to us to be transferred to another service provider.
- The right to object to the use of data – you have the right to object to your data being used in certain ways.
- The right not to be subject to automated decision-making including profiling – we do not undertake automated decision-making or profiling and this is unlikely to change. If it does change we will inform you of this and you would have the right to object.

If you wish to exercise any of these rights then please put your request in writing by email to [reunite@dircon.co.uk](mailto:reunite@dircon.co.uk) or by post to reunite International Child Abduction Centre, PO Box 7124, Leicester, LE1 7XX.

There are some legal exceptions that may limit your rights detailed above. For more information please see the guidance issued by the UK Data Protection Regulator, the Information Commissioner's Office, at <https://ico.org.uk/>.

### **Complaints**

If you have a complaint about how we are using your personal information, please send us your complaint in writing to [reunite@dircon.co.uk](mailto:reunite@dircon.co.uk) or reunite International Child Abduction Centre, PO Box 7124, Leicester LE1 7XX.

You can also lodge a complaint about how we are using your personal information to the Information Commissioner's Office at <https://ico.org.uk/>.