

## Introduction

Wildlife Fundraising Central Limited (WFC) was established in 2013 by 8 Wildlife Trusts, to recruit new members and support them in delivering their mission to secure a better future for local wildlife. We work with our Trust partners to recruit new members and raise much needed funds to support their work of protecting local wildlife, maintaining nature reserves, creating living landscapes, providing wildlife advice and education and campaigning for wildlife.

To achieve this and fulfil our company objectives, we depend heavily on the talents, commitment and loyalty of our employees, working in a variety of roles – recruiters, venue coordinators, team leaders, finance, marketing, operations and senior management. We recognise that we need a regular inflow of new talent to continue to grow successfully as a business and we have developed a robust and objective recruitment process to make this happen.

This Privacy Statement describes how WFC will collect, use, disclose and protect the personal information of Job Applicants in support of our recruitment process.

Personal information includes any information that identifies you personally, such as your name, address and telephone number. Personal information may also include salary details, previous employment history, references etc.

Under the new “General Data Protection Regulations” (GDPR), we are required to explain to you what personal information we will collect, why we need it and what your rights are. In the language of GDPR, you are the “Data Subject” and we will be acting as a “Data Controller” of the personal data that we hold about you. Our lawful basis for doing this is that we need to do this in order to fulfil our responsibilities to you as a Job Applicant to WFC; to ‘Equal Rights’, ‘Right to Work in the UK’ and other legislation; and to our own recruitment policies. In GDPR language, we have a “legitimate interest” in processing your data.

## Why do we need to collect your personal data?

In order to run a fair and informed recruitment process which results in an appropriate appointment, WFC needs to collect and process personal information on job applicants. WFC is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## What personal data will we hold?

- The personal information we will collect and hold includes:
- Your name, address and contact details, including email address and telephone number
- Your application form and written references
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration, including benefit entitlements
- Feedback from verbal discussions with previous employers and referees
- Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK.

We may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. We may also collect personal data

about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so. The data we collect may be stored in a range of different places, including on your application record, in our HR management system and on other IT systems, including email.

You are under no statutory or contractual obligation to provide data to WFC during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

### **How will we use your personal data?**

WFC will use your personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process effectively, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

We may also need to process your personal data to take steps prior to entering into a contract with you – e.g. we may need to check your eligibility to work in the UK before offering you a job or you may ask us to take up a reference. We may also need to process data from job applicants to respond to claims of unfairness in the recruitment process.

### **How long will we keep your data?**

If your application is successful, we will keep the data we have collected during the recruitment process and provide you with a Privacy Statement for Employees – a similar document to this, but one that includes the additional personal data required to support employee processes like Payroll and Performance Appraisal.

If your application is unsuccessful, WFC will keep your personal data for a period of 6 months to ensure that we can comply with all our legal responsibilities to you and for statutory reporting purposes. We may ask for your consent to keep your personal data on file beyond this, in case there are future employment opportunities for which you may be suited. You can of course refuse consent to this and you are free to withdraw your consent at any time.

### **What are your rights?**

We respect your right to control your own personal data. Your rights include:

a) The right to be informed about our personal data policies and processes

*This privacy statement outlines how we capture, store and use your data. If you have any questions about any elements of this policy, please discuss this with us.*

b) The right of access to the personal data we hold about you

*If you wish to obtain a record of the personal data we hold about you, you can raise this through a Subject Access Request and we will respond within one month.*

c) The right to rectification of any factual errors in the data we hold about you

*If we have captured information about you that is inaccurate or incomplete, we will update it.*

d) The right to ask us to erase data held about you

*You can ask us to remove or randomise your personal data. We may refuse to comply with your request if we are required to process this data by law or in connection with a legal dispute.*

e) The right to restrict processing

You can ask us to stop using your personal data. We may refuse to comply with your request if we are required to process this data by law or in connection with a legal dispute.

### **Making a complaint**

If you feel that we have not treated your personal data appropriately, please talk to us or, if you prefer, you can raise a formal complaint here. (NEEDS LINK)

### **Our Complaints Policy undertakes to:**

- Provide a fair complaints procedure that is clear and easy to use for anyone wishing to make a complaint.
- Publicise the existence of our complaints procedure so that people know how to contact us to make a complaint.
- Ensure everyone in our organisation knows what to do if a complaint is received.
- Ensure all complaints are investigated fairly and in a timely way.
- Ensure that complaints are, wherever possible, resolved and that relationships are repaired.
- Learn from complaints and feedback to help us to improve what we do.

### **Confidentiality**

All complaint information will be handled sensitively, in line with relevant data protection requirements.

### **Responsibility**

Overall responsibility for this policy and its implementation lies with WFC's Operations Director.

Further information on how to make a complaint can be found here. (NEEDS LINK)

If you believe that we have not complied with your data protection rights and you are not satisfied with our response, you can complain to the Information Commissioner's Office at the address below:

### **Information Commissioner's Office**

Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF  
Telephone: 0303 123 1113  
Email: casework@ico.org.uk