

Recruitment Privacy Notice

The purpose of this policy is to outline how we collect, use, protect and share personal data throughout the recruitment process.

Data protection principles

We will comply with data protection laws and principles which means your data will be:

- Used lawfully, fairly and in a transparent way
- Collected for the purpose of recruitment only
- Accurate and kept up to date
- Kept only for as long as necessary
- Kept securely

What data do we collect and why do we process it?

In connection with your application to work for us, we collect, store and use the following categories of personal information about you:

- Your name, address & contact details including email address & phone number
- Details about your qualifications, skills, experience, and employment history
- Information about your entitlement to work in the country you are applying to work in
- Any other data you tell us about yourself, including gender, date of birth and membership groups
- Any correspondence between us
- Information about your current salary and future salary expectations
- Whether you have any disability requiring us to make reasonable adjustments for during the recruitment process

Where data comes from

- Some of it comes from you, for example via application forms, CVs or resumes, passport or identity card and through the interview process
- We may also collect data about you from a current employee, mutual connection and third parties such as references
- We also collect your data via public domains or recruitment platforms i.e. LinkedIn, Indeed & Reed

How we use the information about you

We have a legitimate interest in processing personal data during the recruitment process and keeping records of the process. We use this information to:

- Assess your skills, qualifications and suitability for the job
- Communicate with you about the recruitment process
- Carry out references where applicable
- Keep records relating to the hiring process
- Comply with legal or regulatory requirements

Processing data from job applications allows us to manage the recruitment process, assess a candidate's suitability for employment and decide who to offer a job. If your application is unsuccessful, we may keep your personal data on file in case there are future opportunities that suit your skill set. You have the right to withdraw your consent at any time. If you would like to withdraw your consent to keep your personal data on file, please email info@excelfundraising.co.uk

Who sees your information?

Your information may be shared internally for the purpose of recruitment. Members of the HR and recruitment team, interviewers involved in the recruitment process and hiring managers may all have access to your information.

We will not share your data with third parties unless your application is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you and we may also conduct criminal record checks.

Data security

We have internal policies in place to ensure your data remains secure and is not accidentally lost, altered, misused, disclosed, or accessed in an unauthorised way.

How long we keep your data

If your application is unsuccessful, Excel Fundraising will hold your data on file for **12 months** after the end of the relevant recruitment process. At the end of the relevant period or once you withdraw your consent, your data will be deleted or destroyed.

Your rights

As a data subject, you have the right to:

- Access and obtain a copy of your data on request
- Ask us to change any incorrect or incomplete data
- Ask us to delete or stop processing your data, for example, where the data is no longer necessary for the purpose of processing
- Object to the processing of your data

If you wish to exercise these rights, contact us at info@excelfundraising.co.uk

Refusal to provide personal data

You are under no statutory or contractual obligation to provide data to us during the recruitment process. If you choose not to provide your personal information, we may not be able to process your application.