



The Governance  
Institute

## Job applicant privacy notice (compliant with the GDPR)

**Data controller:** ICSA: The Governance Institute, the UKRIAT Division of the Institute of Chartered Secretaries and Administrators (ICSA). We are a body operated under Royal Charter (RC000248). Our registered office is at Saffron House, 6-10 Kirby Street, London, EC1N 8TS.

Please note that all data thus captured will be used and held in accordance with the requirements of the Data Protection Act 2018 (DPA) and the EU General Data Protection Regulation (GDPR).

### How to contact ICSA about your personal data

If you have any requests about your personal data or queries with regard to how we handle your data you can contact the Data Officer (DO) by phone on 020 7580 4741, email [do@icsa.org.uk](mailto:do@icsa.org.uk), or write to us at Data Officer, ICSA: The Governance Institute, Saffron House, 6-10 Kirby Street, London, EC1N 8TS. In this notice DO means Data Officer.

As part of any recruitment process, ICSA collects and processes personal data relating to job applicants. ICSA is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information does ICSA collect?

The organisation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

The organisation collects 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.

ICSA will also collect personal data about you from third parties, such as references supplied by former employers. ICSA may also, where appropriate, collect information from employment background check providers and information from criminal records checks. ICSA will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why does ICSA process personal data?**

ICSA needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, ICSA needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

ICSA has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows ICSA to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. ICSA may also need to process data from job applicants to respond to and defend against legal claims.

Where ICSA relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

ICSA processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, ICSA is obliged to seek information about criminal convictions and offences. Where ICSA seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

ICSA will not use your data for any purpose other than the recruitment exercise for which you have applied.

### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

ICSA will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. ICSA will then share your data with former employers to obtain references for you and, where appropriate, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

ICSA will not transfer your data outside the European Economic Area.

### **How does ICSA protect data?**

ICSA protects the personal data that it holds with technical and organisational security measures. Our cyber security arrangements and framework of data protection policies, procedures and training are kept under regular review to ensure that that your data is not lost, accidentally

destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For how long does the organisation keep data?**

If your application for employment is unsuccessful, ICSA will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require ICSA to change incorrect or incomplete data;
- require ICSA to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where ICSA is relying on its legitimate interests as the legal ground for processing; and
- ask ICSA to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Data Officer (DO) by phone on 020 7580 4741, email [do@icsa.org.uk](mailto:do@icsa.org.uk) , or write to us at Data Officer, ICSA: The Governance Institute, Saffron House, 6-10 Kirby Street, London, EC1N 8TS.

If you believe that ICSA has not complied with your data protection rights, you can complain to the Head of Secretariat who will consider the matter for you. If you are still not satisfied, you can make a complaint to the Information Commissioner's Office - <https://ico.org.uk/concerns/>

### **What if you do not provide personal data?**

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

### **Automated decision-making**

Recruitment processes are not based solely on automated decision-making.