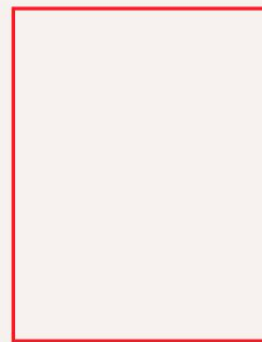
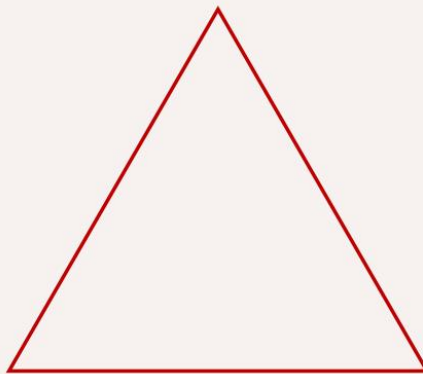
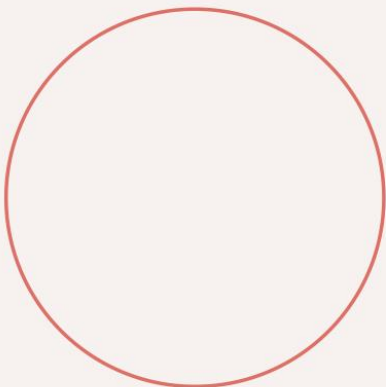
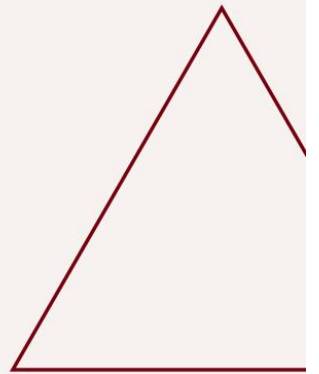
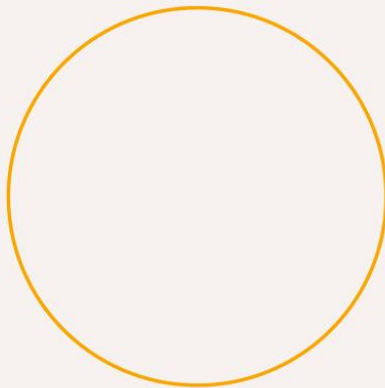


ciarb.

Privacy notice for prospective employees



1. What is a privacy notice?

We want to ensure you understand what information we collect about you, how we will use it and for what purpose. The CI Arb is the 'data controller' for the information it collects about you for recruitment purposes which means we are responsible for how the information is used and kept safe.

For the avoidance of doubt, this privacy notice does not form part of the recruitment process, your contract of employment or any other contract you may have with the Institute, and we may update it at any time.

This privacy notice applies to the recruitment of all permanent, fixed term, temporary and agency staff members, trustees and consultants.

2. What information about you will we collect and use?

When you apply for a job at the Institute, it is routine for us to collect, store and process the following personal information about you. If you have applied for one of our roles through a recruitment agency then they will collect some of the below information on our behalf.

Purpose / Activity	Type of data processed	Lawful basis for processing under UK GDPR (and DPA 2018)
To contact you about your application and to assess your suitability for a role	Information relating to skills, experience and qualifications	Article 6(1)(b) - Contract
Data relating to any reasonable adjustments to ensure you can fully participate in the recruitment process	Information that you have provide us which may include special category data e.g., information relating to health. Providing this information is entirely optional but without it we may be unable to meet your needs fully. We may need to share data relating to any access requirements with building management companies in order to facilitate the reasonable adjustments when accessing certain meeting rooms.	Article 6(1)(c) - Legal obligation under Equality Act 2010 and, Article 9(2)(b) and DPA2018 Sch1, Part 2(1) - Necessary for employment purposes
To verify your suitability for the role (if you are successful in your application)	References including start/end date, position held, an assessment of attendance, working, relationships, flexibility, reliability, customer service, managing staff, reason for leaving, job title and whether the referee would re-hire. If you are successful, we will check that you are happy for us to contact your referees before contacting them.	Article 6(1)(b) - Contract
To verify your identity for employment and security purposes (for permanent or fixed term roles)	We collect copies of your proof of address, National Insurance number and proof of identification that you provide us. This data is likely to include special category data relating to ethnicity.	Article 6(1)(f) - Legitimate interests to undertake security and ID checks of potential employees and, Article 9(2)(b) and DPA2018 Sch1, Part 2(1) - Necessary for

		employment purposes
To verify any professional registrations	Records evidencing your registration with any applicable regulatory authority or professional registrations	Article 6(1)(b) – Contract
To verify your eligibility to work in the UK	Copies of evidence that you provide to us e.g., passport. This data is likely to include special category data relating to ethnicity.	Article 6(1)(c) – Legal obligation under the Immigration Asylum and Nationality Act 2006 and, Article 9(2)(b) and DPA2018 Schedule 1, Part 1(1) – Employment law
To maintain a reserve list for unsuccessful candidates to consider you for similar vacancies	If you are unsuccessful in your role, we will keep your details on a reserve list for 12months. You will be given the opportunity to opt out of being on this list as part of the application process.	Article 6(1)(f) – Legitimate interests. It's in your legitimate interest to be considered for similar roles without having to re-apply and it is in CIARB's legitimate interest to reduce the recruitment burden to maintain details of interested candidates.
To enable us to monitor and ensure equality, diversity and maintain an inclusive culture in line with our Equality Scheme and our Equality, Diversity and Inclusion strategy	<p>Diversity monitoring data that you chose to disclose including nationality, ethnicity, gender, sexual orientation, age, religion, disability.</p> <p>There will be no impact on you if you chose not to disclose this information.</p> <p>Only the HR team will have access to your responses. The data will be used for monitoring and reporting and will not be used to make decision relating to you.</p> <p>If you are successful in your application these answers will transfer onto our People HR system.</p> <p>If you are unsuccessful your data will be kept for 12 months alongside the reserve list details.</p>	<p>Article 6(1)(e) and DPA 2018 Part 2, Chapter 2, s(8). Article 9(2)(g) and DPA 2018 Schedule 1, Part 2, s8. Necessary in the public interest and for monitoring of equality of opportunity.</p> <p>Article 6(1)(g) and DPA 2018 Schedule 1, Part 2, s9 – ensuring race and ethnic diversity in senior appointments</p>
Building security (if you attend our office)	<p>Whilst in our offices your image will be caught by CCTV cameras operated and managed by us.</p> <p>You will be asked to sign in and out at reception and you will be provided with a security fob to provide access to the building for the duration of your visit.</p>	Article 6(1)(f) – Legitimate interests to ensure the security of our premises and staff

If we employ you on a temporary basis e.g., for an event we will obtain your data directly from a recruitment agency as per the agencies processes such as your name, contact details, summary of your experience. We have a contact in place with any recruitment agencies that we use.

We obtain this information either directly from you or sometimes from third parties such as employment agencies or your former employer(s). For permanent and fixed term roles your information will be stored on our HR system and made available to the hiring manager and the HR department. Information relating to temporary roles may not be saved on our HR system.

3. Who else might your personal information be shared with?

We may need to share your personal information with others from time to time, including:

- a. our professional advisers, such as our accounting and legal advisers, where they require that information in order to provide advice to the Institute (or to make returns or provide information to HM Revenue & Customs, or any other regulatory authority on behalf of the Institute);
- b. the Financial Conduct Authority, HM Revenue & Customs and any other regulatory authority we may be subject to for the purpose of demonstrating compliance with applicable law and regulations;
- c. such third parties as we reasonably consider necessary in order to prevent crime, such as the police;
- d. emergency services such as sharing information that may be relevant to assist emergency services e.g., sharing health conditions that we know about with ambulance staff
- e. our service providers (such as our incentives, pensions and benefits broker and providers and payroll administrators, as well as those who provide and support our management and data storage systems and the trustee of the Institute's employee benefit trust). Other service providers includes recruitment agencies acting on our behalf
- f. if we are otherwise legally obliged to share information e.g., the courts require us to disclose information

The Institute is part of a global organisation and to ensure the provision of effective and efficient services and communication throughout the group, we are required to transfer your personal information internationally.

Your personal information may therefore be stored and processed outside of the European Economic Area (EEA), in countries that may have different data protection rules to our own. However, the Institute will only transfer your personal information outside of the EEA where appropriate safeguards have been put in place. If you would like to know more about this, see the contact details at the bottom of this notice.

4. For how long will your personal information be kept?

Your personal information will only be retained for as long as is reasonably necessary. What this means in practice will vary as between different types of information, and when we consider our approach we consider any ongoing need for the information, as well as our legal obligations for example in relation to tax, health and safety, employment rights and potential or actual disputes or investigations. We keep all applications for at least 1 year.

5. How will your personal information be kept safe?

We take the security of your personal information very seriously and we have put in place internal controls and security measures to protect it. Access to your personal information is restricted to those employees, workers and agents who strictly need it. We also have cyber security measures in place.

We take steps to ensure that third parties who have access to your personal information only process it on our instructions and are subject to a duty of confidentiality. We have put in place appropriate procedures to deal with any suspected data security breach.

Data submitted as part of your job application is stored on our in-house Human Resources system. Only the recruiting manager and HR colleagues will have access to your application details.

6. What are your rights in relation to your personal information?

You have certain rights in relation to your personal information as summarised here. For more information on your rights see our data protection policy the contact details at the bottom of this notice:

- a. **Right to be informed** – you have the right to be provided with clear, transparent and easily understandable information about how we use your personal data and your rights; this is why we are providing you with this privacy notice;
- b. **Right of access** – you can request access to your personal information;
- c. **Correcting or erasing your information** – where we hold information about you that is inaccurate or incomplete, you have the right to ask us to rectify or complete it. In certain circumstances you may ask us to erase it;
- d. **Right to restrict processing** – you have the right to restrict some processing of your personal information, which means that you can ask us to limit what we do with it;
- e. **Right to object to processing** – you can object to us processing your personal information in certain circumstances, including where we are using it for the purpose of the Institute's legitimate business interests as set out above;
- f. **Right to data portability** – you have the right to request a transfer of your personal data to another organisation in certain circumstances.

If you would like to exercise any of these rights, please contact us on the details below

7. Contact us

If you have any questions or concerns with about anything in this privacy notice or would like to exercise any of your rights, please contact the legal@ciarb.org.

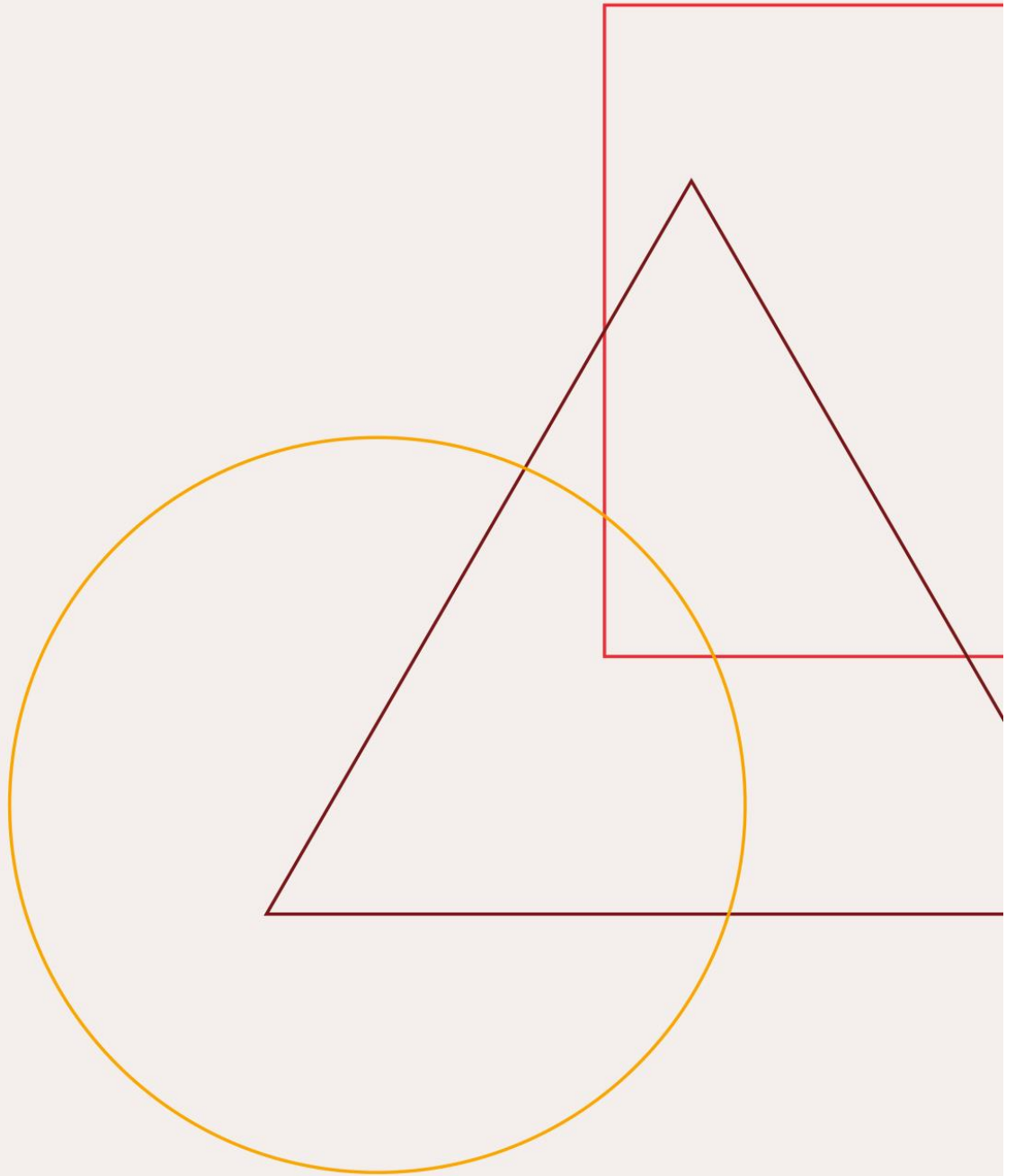
You are also able to submit a complaint to the Information Commissioner's Office about any matter concerning your personal information, using the details below. However, we take our obligations seriously, so if you have any questions or concerns, we encourage you to raise them with us first, so that we can try to resolve them. Please note that the ICO will usually only investigate a complaint if it has first been raised with the organisation in question.

Information Commissioner's Office Wycliffe house

Water Lane Wilmslow Cheshire SK9 5AF

Tel 0303 123 1113

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