

Recruitment

Please note, this is *not* a stand-alone document. To understand this Privacy Notice, and how we use your personal data when you interact with us, this document should be read alongside CEI's full Privacy Policy here: <https://www.ceiglobal.org/privacy-policy>

1. How personal information is obtained

We have gathered your information in one or more of the following ways:

- Via publicly available sources such as social media where we have identified you as an individual we would like to approach as a good fit for employment, work experience or internship at CEI
- From a reference of a sectoral relevant individual where they have gained permission from you to be introduced to us
- From a Higher Education Provider (HEP) such as a college or University who has recommended you to us
- From a current or former employee where they hold a previously established relationship with you and sharing your personal information with CEI would not be unexpected
- From yourself via a recruitment web advert we have developed which may also mean we have received your personal data via a recruitment platform or website
- From a recruiter, recruitment agency or other applicant tracking system or recruitment website
- From yourself when you have participated in a survey or questionnaire as a research participant and we have identified you as a potential candidate for employment, work experience or internship at CEI
- From yourself where you have responded to an advert on our website, completed our contact us page on our website or sent an unsolicited prospective email to us
- We also use platforms such as LinkedIn, Indeed, CV Library and others where we may have identified you as a potential candidate for employment, work experience or internship at CEI
- From publicly available websites and social media platforms
- From former employers and people named by candidates as references
- Where relevant, the UK Disclosure and Baring Service (DBS)
- If relevant to the role, Government departments or other relevant and related institutions.

2. Types of personal information obtained

Where you have applied for a job, work experience or internship with us we will collect:

- contact details such as name, title, addresses, telephone numbers, and personal email addresses
- copies of driving licence, passport, birth certificates and proof of current address, such as bank statements and council tax bills
- evidence of how you meet the requirements of the job, work experience or internship, including CVs and references
- evidence of your right to work in the UK and immigration status
- diversity and equal opportunities monitoring information – this can include information about your race or ethnicity, religious beliefs, sexual orientation, disability and other 'special category data' information about your health, including any medical needs or conditions
- other information required for some applications
- if you contact us regarding your application, a record of that correspondence
- details of your use of our recruitment tools and services, such as your candidate profile and alerts for vacancies the status of your application and updates on how it moves forward
- Most of the personal information we process for our communications work is provided to us directly by you

We may also collect, store and use the “special categories” of more sensitive personal information including:

- Information about your physical or mental health, or disability status.
- Information about your health and medical conditions for health and safety reporting purposes.
- Criminal records information.

3. Why we collect your information and what we use it for

We use your information in the recruitment process for employment, work experience or internship at CEI in the following ways:

- To reply to you about the position you have applied for or inquired about
- To approach you as a good fit for employment, work experience or internship
- To check you are the right candidate for the role
- To move your application forward including making changes in applicant tracking systems or dedicated recruitment-based software and websites
- To receive a reference from a sectoral relevant individual where they have gained permission from you to be introduced to us
- To send you notifications for other job, work experience or internship vacancies
- To inform you about the status of your application
- To invite you to participate in relevant surveys, questionnaires, research projects and events where your profile has been identified relevant to research work, we are conducting (we will never share or sell your personal data and we will never include you in research participation where we have not gained your permission to do so)
- With permission, retain your personal information for longer statutory requirements where you have not been successful but would like the opportunity to invite you to apply again in the future

We maintain a reserve list of candidates who met our requirements but were not successful in securing the specific post they applied for. We'll ask for your permission to be added to this list. We will refer to the list when other roles are advertised and will contact you if you match the role. We will ask for your permission before putting you forward for the role.

If you are successfully recruited, we will upload your details to our HR system. We will also share your data for statistical analysis (it will be anonymised first) if we are required to do so by law – for example, by court order, or to prevent fraud or other crime.

4. Lawful Basis for Processing

We process personal data throughout the recruitment application process based on different legal bases:

- Contract: Processing your data is necessary to move your application forward before signing a contract of work. This concerns employment or pre-employment checks.
- Legal: Complying with applicable law with regard to personal data necessary to satisfy our legal and regulatory obligations, including with regard to public health and workplace safety, entitlement to work and when applicable security checks.
- Legitimate Interest: Evaluating your application and to manage our relationship with you, to ensure that we recruit appropriate employees, and to evaluate and maintain the efficacy of our recruiting process more generally. We will also process your personal data to invite you to participate in projects which may be, or similar to, surveys, questionnaires, events, interviews or other research projects where the work we are conducting is for societal benefit.
- Public Task: When we carry out National Security vetting for some roles, we have to process personal data to perform a task that's in the public interest or in the exercise of a CEI funder's official authority.

- Consent: If we offer you the opportunity to participate in our optional recruiting programs or if we collect sensitive personal data for legally permitted purposes other than compliance with our legal obligations regarding public health and workplace safety. We will ask for consent from you where you are not successful, and we want to retain your personal information for longer than 6 months. Also, for us to send you surveys, questionnaires, information about events, interviews or other research project opportunities where the work we are conducting is for societal benefit.

5. How Long we store your personal information

We will only keep personal information for as long as it is needed to fulfil the purpose for which it was collected. We will store your information for the duration of the recruitment process. Where you have not been successful, we shall retain your personal data for up to 6 months in accordance with the UK Limitation Act 1980. We will only retain your personal data longer than 6 months where we have gained your permission to do so.

If you have been successful in the recruitment process, we will provide you with an Employee Privacy Notice outlining the retention period of your personal information.