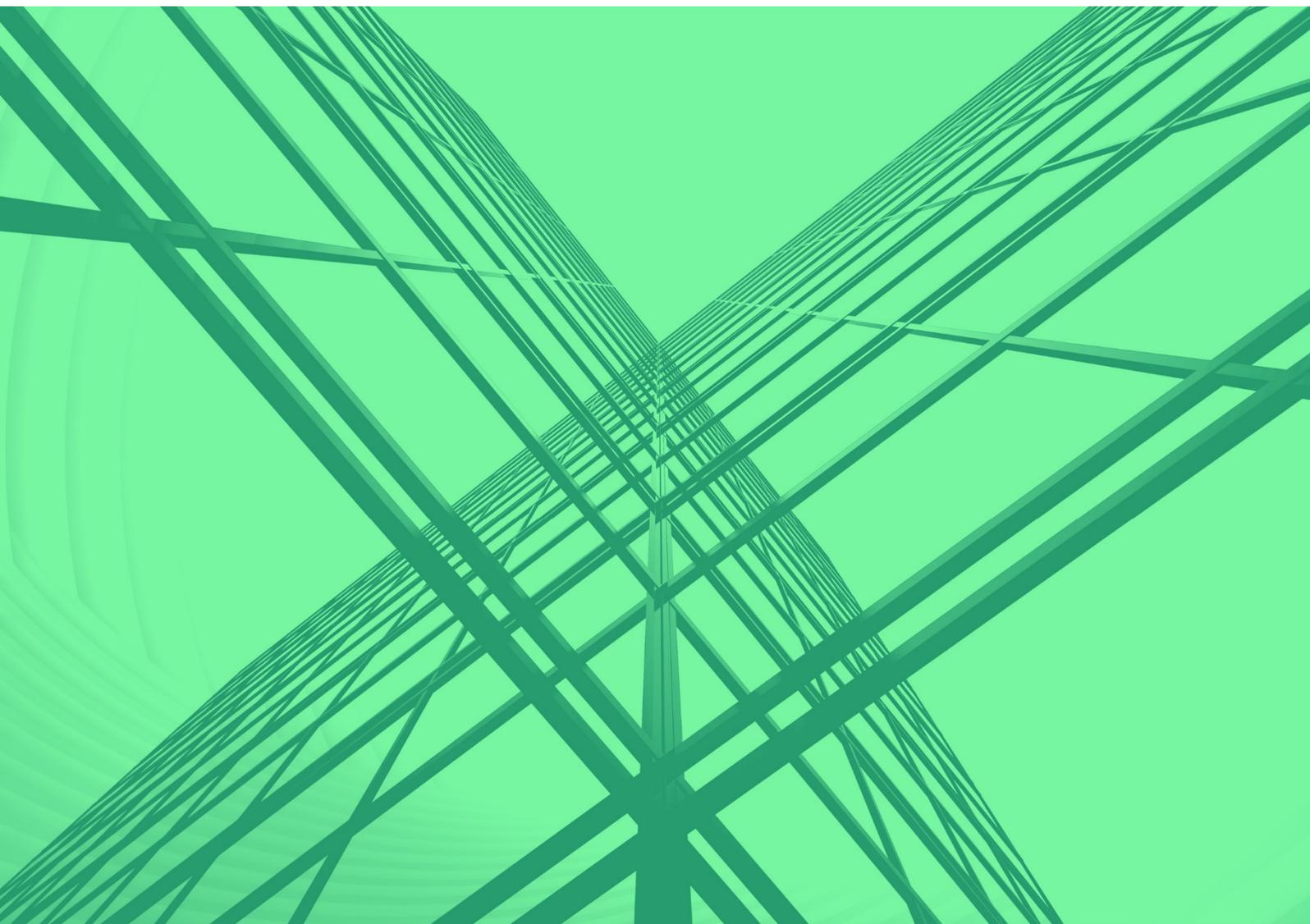


Candidate privacy notice

Version: September 2019



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Introduction

1 Purpose

The Institution of Structural Engineers is a "data controller". This means that we are responsible for processing your personal data in a fair and transparent way in accordance with the law. You are being made aware of this privacy notice because you are applying to work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of recruitment, and how long it will be retained for. It provides you with certain information that must be provided under applicable data protection legislation.

This is the Privacy Notice for all applicants for roles at The Institution of Structural Engineers and its wholly owned trading subsidiary, IStructE Ltd. The Institution of Structural Engineers is a charity registered with the Charity Commission for England and Wales with charity no. 233392 and in Scotland with charity no. SC038263. IStructE Ltd. Is a company registered in England & Wales, company no. 02444141.

The address of The Institution of Structural Engineers is 47-58 Bastwick Street, London, EC1V 3PS.

2 Data protection principles

We comply with data protection law and principles, which means that your data will be:

- ▶ Used lawfully, fairly and in a transparent way.
- ▶ Collected only for purposes that we have clearly explained to you and processed only in accordance with those purposes.
- ▶ Accurate and kept up to date.
- ▶ Kept only as long as necessary for the purposes we have told you about.
- ▶ Kept securely.

3 The kind of information we hold about you

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

- ▶ The information you have provided to us in your curriculum vitae and covering letter or email.
- ▶ The information you have provided to us on any forms completed during the application process, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, passport number or national identity card details, country of domicile and nationality, current level of remuneration and any current benefit entitlements. Please note that copies and notes we have taken of right to work information are securely destroyed in respect of unsuccessful candidates at the end of each campaign.
- ▶ Any information you provide to us during an interview.
- ▶ Information provided during any selection tests including your performance in those tests and any results.

Where you have provided this information to us with your explicit consent we will collect, store and process (including for the purpose of producing anonymised statistics) the following types of special category personal information:

- ▶ Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- ▶ Information about your health, including any medical condition, health and sickness records.
- ▶ Information about relevant criminal convictions and offences.

4 How your personal information is collected

We collect personal information about candidates from the following sources:

- ▶ You, the candidate.
- ▶ Where you have applied via a recruitment agency, we collect the following categories of data: your contact details; information about your employment, education, qualifications and interests as provided by you on your cv, application forms and associated correspondence and communications from you. Special category data where you have provided this as part of your application and given explicit consent to the agency for the data to be transferred to us. Employment and character references may also be sought and provided by recruitment agencies.
- ▶ On occasion the Institution will use the services of the following types of organisation:
 - background check provide – to seek some or all of the following: verification of your right to work, verification of your employment and education history, references and criminal records
 - a credit reference agency – for positions with financial responsibility, we will seek information to ensure we had appropriate safeguards in place
 - a Disclosure and Barring Service – in respect of criminal convictions, where probity and corporate reputation were critical to the position, we will seek to ensure that the Institution's reputation would not be adversely affected by such disclosures.
- ▶ Your named referees, from whom we collect the following categories of data as appropriate: your suitability for the employment offered, salary details, details of any parental or other statutory leave, details of any concerns regarding performance, if you were subject to any disciplinary action, your dates and seniority of employment and the referee's experience of your honesty and integrity.
- ▶ Publicly accessible third parties, for example information available on the internet via search engines, social media etc. that might inform your suitability for employment in the role with us.

5 How we will use information about you

We will use the personal information we collect about you to:

- ▶ Assess your skills, qualifications, and suitability for employment with the Institution and in the roles available
- ▶ Carry out background and reference checks, where applicable.

- ▶ Communicate with you about the recruitment process.
- ▶ Keep records related to our hiring processes.
- ▶ Comply with legal and regulatory requirements for example health & safety, right to work, HMRC requirements etc.

It is in our legitimate interest to process your personal information to decide whether you are suitable to be appointed to a particular role, to assess your application in light of our requirements, and if appropriate to enter into a contract of employment or similar arrangement with you.

6 If you fail to provide personal information

If you fail to provide information which is necessary for us to consider your application (such as evidence of qualifications or work history or right to work) when requested, we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

7 How we use special category personal information

We will use your special category personal information in the following ways:

- ▶ We will use information about your disability status to consider whether we need to provide reasonable adjustments during the recruitment process, for example whether adjustments are needed during a test or interview, or to enable you to fulfil the role if appointed.
- ▶ When collected, we will anonymise information about your race or national or ethnic origin, religious or political beliefs, or your sexual life or sexual orientation, and analyse the information to enable meaningful equal opportunity monitoring and reporting.

8 Information about criminal convictions

On the rare occasion that we collect information about relevant criminal convictions, you will be informed and provided with the appropriate information about the processing of this data.

9 Automated decision-making

Some third-party websites we use to advertise vacancies at the Institution use selection criteria to automatically decide whether a candidate is suitable for the open position. The selection criteria could include education, experience, location, licence, language skills and eligibility to work in the UK. If you believe you have been adversely affected by this practice, please contact hr@istructe.org to have the automatic decision reviewed.

10 Data sharing

We will only share your personal information with the following parties for the purposes of processing your application:

- ▶ The referring recruitment agency, where your application has been submitted via a recruitment agency, we will share data with them,
- ▶ Internally with recruiting managers in the organisation where we consider there is a possible fit for available work.

All our third-party service providers and affiliated organisations are required to abide by data protection legislation and take appropriate security measures to protect your personal data in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

11 Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to only those employees, agents, contractors and third parties who need to process it, in accordance with this privacy notice.

All paperwork collected during the recruitment process is held centrally by the HR team.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

12 Data retention

We will retain your personal data for a period of 12 months after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with the applicable laws and regulations.

In the circumstances that your application does not result in an offer of employment and a further opportunity may arise in the future that we may wish to consider you for, we will write to you separately, seeking your explicit consent to retain your personal data for a further fixed period.

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

13 Rights of access, correction, erasure, and restriction

As a data subject, by law you have the right to:

- ▶ **Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you. If you wish make such a request, please fill in and submit a copy of the [Subject Access Request Form](#) available on our website.
- ▶ **Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- ▶ **Request erasure** of your personal information. This enables you to ask us to delete or remove personal data where the data is no longer necessary for the purposes it was collected, or you are withdrawing your consent or objecting to further processing.
- ▶ **Object to processing** of your personal information where we are processing it on the basis of legitimate interest.
- ▶ **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- ▶ **Request we transfer** personal data you have provided to us to another party.

Please note that these rights are not absolute and there may be occasions where we are unable to comply with your request. If you wish to exercise any of these rights, please contact hr@istructe.org

14 Right to withdraw consent

In the circumstances that we are processing data on the basis of consent, records of unambiguous opt-in consent will be kept. Having given such consent, you have the right to withdraw it at any time. To withdraw your consent, please contact hr@istructe.org. Once we have received notification that you have withdrawn your consent, we will no longer continue with the processing and will dispose of your personal data securely.

15 Data protection contacts

We have appointed a data protection lead to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal data, please contact data@istructe.org. If, despite our best efforts, you feel we have fallen short and you are not satisfied with our response you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. You can find more information on how to do so on their website: <https://ico.org.uk/concerns/>.