



Job Application and Job Offer Privacy Notice

ME Research UK is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we collect and hold on you as a job applicant. It also sets out how we use that information, how long we keep it for, and other relevant information about your data.

1. Data controller details

The charity is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows: ME Research UK, The Gateway, North Methven Street, Perth, PH1 5PP.

2. Data protection principles

In relation to your personal data, we will:

- a. process it fairly, lawfully and in a clear, transparent way,
- b. collect your data only for reasons that we find proper for the job application process,
- c. only use it in the way that we have told you about,
- d. ensure it is correct and up to date,
- e. keep your data for only as long as we need it,
- f. process it in a way that ensures it will not be used for anything that you are not aware of or have not consented to (as appropriate).

3. Types of data we process

As part of the recruitment process you may supply to us and we will process many types of data about you, including:

- a. your personal details including your name, address, date of birth, email address, phone numbers,
- b. gender,
- c. whether or not you have a disability,
- d. information included on your CV including references, education history and employment history,
- e. documentation relating to your right to work in the UK.

4. How we collect your data

- a. We collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our Trustees and/or staff during a recruitment interview/process.
- b. Further information will be collected directly from you when you complete forms at the start of your employment, for example, your bank and next-of-kin details.
- c. Other details may be collected directly from you in the form of official documentation such as your passport or other right to work evidence.
- d. In some cases, we will collect data about you from third parties, such as former employers when gathering references.

Personal data is kept in personnel files and/or within the Charity's IT systems which are accessed by authorised members of staff and Trustees.

5. Why we process your data

The law on data protection allows us to process your data for certain reasons only and, in relation to vacancies and staffing:

- a. in order to carry out legally required duties,
- b. in order for us to carry out our legitimate interests,
- c. to protect your interests.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the reasons set out above to process your data.

We need to collect your data to ensure we are complying with legal requirements such as:

- a. carrying out checks in relation to your right to work in the UK and
- b. making reasonable adjustments for disabled employees.

We also collect data so that we can carry out activities which are in the legitimate interests of the Charity. We have set these out below:

- a. making decisions about whom to offer employment,
- b. making decisions about salary and other benefits,
- c. assessing training needs,
- d. dealing with legal claims made against us.

If you are unsuccessful in obtaining employment, your data will not be used for any reason other than in the ways explaining in relation to the specific application you have made.

6. Special categories of data

Special categories of data are data relating to your:

- a. health,
- b. sex life,
- c. sexual orientation,
- d. race,
- e. ethnic origin,
- f. political opinion,
- g. religion,
- h. trade union membership,
- i. genetic and biometric data.

We must process special categories of data in accordance with more stringent guidelines. In most cases, we will not be required to process such data but would do so only where the following applies:

- you have given explicit consent to the processing, or
- we must process the data in order to carry out our legal obligations, or
- we must process data for reasons of substantial public interest, or
- you have already made the data public.

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law. However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time. There will be no consequences where consent is withdrawn.

7. Criminal conviction data

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, but may also be collected during your employment should you be successful in obtaining employment.

8. If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not be able to process, or continue with (as appropriate), your application.

9. Sharing your data

Your data will be shared with colleagues within the Charity where it is necessary for them to undertake their duties. This includes, for example, your designated Superior for their management of you, the staff members responsible for maintaining personnel records and for administering payment under your contract of employment, and Trustees.

10. Deletion of data

ME Research UK will retain data until our open role is filled. We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you. When that period is over, we will either delete your data or, with your consent, inform you that we will keep it in our database for future roles for the period of 6 months from the role being filled. For employment-related data, this will be retained for as long as employment and statutory requirements exist.

ME Research UK, The Gateway, North Methven Street, Perth, will collect and store your application letter, CV, contact details, passport, and any supporting information you provide to us, and such other data legitimately collected during the recruitment process.

We process this data for recruitment and employment purposes only. You supplied this information when applying for and during the recruitment process for our charity. We store data on our Office 365 system which complies with EU data protection laws, and we will not share data with anyone else.

Here is a link to our privacy policy: <https://www.mereseach.org.uk/privacy-policy/>. In this policy, you will find information about our compliance with GDPR (data protection law.)

You can find how to send us a request to let you access your data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data.

You have the right to lodge a complaint about the way we handle your data with the Information Commissioner.