

Recruitment Privacy Notice

The Alan Turing Institute (registered charity (1162533) and company limited by guarantee 09512457, based at the British Library, 96 Euston Road, London NW1 2DB) is strongly committed to protecting the privacy of those who make contact with us.

If you have any questions about this notice, please contact hr@turing.ac.uk

This transparency notice applies to:

- Those who share their details with us via our recruitment system and application process.

This notice may update over time. When we change the notice, you will be able to see the updates on this page.

How we collect and use your personal information

We collect personal information:

- a) Direct from you, when you apply for a position with us;
- b) We also collect information about staff from third parties, such as recruitment agencies, former employers, credit reference agencies or other background check agencies; and
- c) We may collect information about you from public sources, including social media sites such as Linked-in
- d) We will collect, store and use the following categories of personal information about you:
 - i. Your full name and personal contact details, including home address, telephone numbers and email addresses
 - ii. Your CV or work history, business CV, preferred working hours, and professional memberships, your desired pay, submitted by you as part of the application process
 - iii. [Copy of passport] [Evidence of right to work in the UK]
 - iv. [National Insurance number]

- v. [Results of any tests, including psychometric tests we carry out during the recruitment process]
- vi. [Notes taken during interviews]

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

- a) [information about your nationality, race or ethnicity]
- b) [information about your religious beliefs, sexual orientation and political opinions]
- c) [information about your gender]
- d) [trade union membership]
- e) [information about your health, including any medical condition, health and sickness records]
- f) [genetic information and biometric data]
- g) [information about criminal convictions and offences]

We use your personal information as follows:

- a) [making a decision about your recruitment or appointment]
- b) [carrying out pre-employment screening checks]
- c) [checking you are legally entitled to work in the UK]
- d) [determining the terms on which you work for us]
- e) [verifying information about you using publicly available sources]

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Special categories of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

- a) in limited circumstances, with your explicit written consent
- b) where we need to carry out our legal obligations and in line with our [data protection policy]
- c) where it is needed in the public interest, such as for equal opportunities monitoring
- d) where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our Policy.

[We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.]

[We use this personal information for recruitment purposes only.]

The servers for our recruitment system are based in the UK and we do not transfer information outside the UK or EEA during the normal course of the recruitment process.

Lawful basis for using your personal information

The lawful bases we rely on are:

- a) the processing is necessary for establishing the contract with you, or because you have asked us to take specific steps before entering into the contract to performing a contract we may enter into with you
- b) the processing is necessary for us to comply with the law (for example immigration requirements))
- c) where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

Examples of those legitimate interests are as follows:

- a) to keep you updated on the progress of your application
- b) to enable us to record the levels of interest in a post
- c) to ensure the smooth running of the recruitment process
- d) to review the range and diversity of candidates who have applied

Information sharing

We will not sell or rent your information, or share it with other companies for marketing purposes.

We share your information with third-party service providers who provide services to us.

The following activities are carried out by third-party service providers on our behalf: archiving and records management; IT support and maintenance; hosting our website (including analytics); marketing campaigns; carrying out surveys and obtaining feedback on our services;

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal information for their own purposes or to send your personal information outside the EEA. We only permit them to process your personal information for specified purposes and in accordance with our instructions.

Information security

We have put in place:

- a) appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed; and
- b) procedures to deal with any suspected information security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.
- c) third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.
- d) we have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

Linking to other websites

This transparency notice only covers The Alan Turing Institute. We are not responsible for how other websites track visitors and store information when you access them through links from our site. It is your own responsibility to check each website's own transparency notice to find out how they use your personal information.

How long will we keep your personal information?

We will keep your personal information in recruitment system for up to 6 (six) months after you applied or after the end of your engagement with us for the lawful processing basis as stated in this notice.

If you have signed up to receive communications from us, we will keep your personal information for up to six following your decision to opt out of those communications.

Contact us

For further information or to provide feedback on our transparency notice, or would like us to remove any of your personal information that we hold, please contact us at hr@turing.ac.uk.

Your rights

You have the right to be informed of how we collect and use your information, the right to access this information, to rectification, to erasure, to restrict processing, to information portability, to object to how we use your information, and rights in relation to automated decision making and profiling.

To exercise any of your rights in relation to your personal information, please contact hr@turing.ac.uk.

You also have the right to [lodge a complaint with the Information Commissioner's Office \(ICO\)](#) regarding how we use your information.

[Read more about your rights.](#)

Cookies

Please refer to our Transparency notice.