

Privacy notice – job applicants

Last updated 1 April 2019

Thank you for applying to work at Diversity Role Models.

In order to process your application, it is necessary for us to collect some personal data from you. The legal basis that we will use for processing this data is DRM's legitimate interests, in order that we may consider you for the role for which you have applied.

We may also ask you to share some special categories of personal data with us (e.g. ethnicity, sexual orientation). We will use this data to monitor our recruitment processes. We will only process this data with your explicit consent. You can withdraw this consent at any time without your other rights being affected.

We will not sign you up to receive any of DRM's marketing communications unless you give us your explicit consent to do so.

We are committed to only retaining your data for as long as is necessary. If you are not successful in gaining employment with Diversity Role Models, we will retain your data for up to six months after the position is filled. Any emails that you send to jobs@diversityrolemodels.org will be securely deleted at this. Any emails you send to any other email address will be archived after two years and securely deleted after six years.

We will share your personal information with our suppliers, who we engage to process data on our behalf (e.g. our database provider). Such processing is conducted under relevant Data Processing Agreements. We may also need to disclose your information if required to do so by law or as expressly permitted under applicable data protection legislation. We will never sell your data, or share it with any other organisations other than as above without your express, prior consent.

In accordance with relevant data protection legislation you have the right to:

- access data that we hold about you;
- rectify data we hold about you that is inaccurate;
- erase data that we hold about you;
- restrict or limit the way that we process data about you;
- where legitimate interests are the basis for processing your personal data, object to us processing your personal data for this purpose;
- where consent is the basis for processing your personal data, to receive a copy of that data in a structured, commonly-used and machine readable format.

For any further information about DRM's commitment to data protection, or if you wish to exercise any of your rights, please contact:

Will Fletcher, Head of Operations

Diversity Role Models, St Anne's Church, 55 Dean Street, London, W1D 6AF

will@diversityrolemodels.org

020 3795 9198

You have a right to lodge a complaint with the Information Commissioners' Office about the way DRM is processing your information. Further information about this can be found on their website: www.ico.org.uk.

