

ALZHEIMER'S RESEARCH UK APPLICANT PRIVACY NOTICE

1. PURPOSE AND SCOPE

This Notice explains how Alzheimer's Research UK (ARUK) handles personal data about our job applicants and the rights that applicants have under data protection law. In this Notice, we refer to this type of information as "**Application Data**".

This Notice applies to applications submitted via our careers page on our website www.alzheimersresearchuk.org and third parties, such as recruitment agencies and job boards. It also applies to applications submitted via other means, such as by post and email.

"**ARUK**" means ARUK and its operating companies and business functions as existing from time to time.

2. WHY WE ASK FOR CERTAIN INFORMATION

ARUK will only collect personal data in the recruitment process that is necessary to assess you for the position for which you applied. This may include the following categories:

- information you provide in order to keep in touch with us about future job opportunities at ARUK, such as your name, email, LinkedIn profile, location, field of expertise and the kind of role you are interested in
- information you provide in order to apply for a job vacancy with ARUK to tell us who you are and to build a picture of your capabilities and suitability for certain positions, such as your name, contact information, current company, information contained in your CV (e.g. professional qualifications, previous employment history, place of residence, current base salary and personal interests and experiences), information contained in your social media accounts or personal websites or accounts (e.g. LinkedIn or Twitter), information about the type of work and projects you have been involved with and any other information you may wish to provide to us
- information collected by ARUK as a result of the recruitment process, such as your performance at interview and information by your referees and right to work in the UK
- information related to your use of our careers website, for example your IP address. This information may be collected using cookie technology. For more information about how ARUK uses cookies please see our Privacy Notice www.alzheimersresearchuk.org/privacy-notice/

Personal data about criminal convictions or medical information will only be sought where required and permitted by applicable law e.g. to enable us to make reasonable adjustments for you to attend an interview or where the role will include working with children/ elderly people.

We will indicate where the information we have requested is mandatory or optional.

3. WHAT WILL ARUK DO WITH YOUR APPLICATION DATA?

The purposes for which we use your Application Data are:

- **Supporting and Processing your Job Application**, for example, so we can assess your ability to meet the job specification, in order to shortlist applicants and to verify references and professional qualifications provided by those applicants
- **Improving our Application Process**, for example to ensure that our careers website is user-friendly and contains appropriate and helpful information

We may verify the Application Data you provide during the recruitment process and/or collect personal data about you from sources to assist with our "**Pre-Employment Checks**". If this occurs:

- You will be told in advance which aspects of your Application Data will be verified including an explanation of how the Pre-Employment Checks will be carried out and
- Information about criminal convictions (if collected) or medical information will only be collected through official authorised sources and in accordance with applicable law.

ARUK will only process your Application Data where we have a legal basis for doing so. We will be processing it to help us to decide whether to enter into a contract of employment with you. At other times, we will be processing your Application Data because you have consented to us doing so. In which case you can withdraw such consent at any point.

We may also process your Application Data to comply with our legal obligations or because it is in our legitimate business interests to do so (for example, where it is necessary to understand our applicants in sufficient detail so we can deliver an effective recruitment service).

4. TO WHOM IS YOUR APPLICATION DATA DISCLOSED?

(a) Within ARUK

ARUK restricts access to Application Data to people within ARUK who have a “need to know” business reason for accessing that information. For example, certain individuals within ARUK will have access to your Application Data in order to process your job application and manage the recruitment cycle.

(b) Outside ARUK

ARUK shares Application Data with authorised third party service providers in order to conduct and manage recruitment. For example, we may share your Application Data with these service providers in order to conduct screening and verification of your application and the information you have provided to us. This includes verifying academic and professional qualifications.

ARUK will only disclose your Application Data to third parties outside ARUK and its suppliers:

- when required to do so by law
- in response to a legitimate request for assistance by the police or other law enforcement agency or
- to seek legal advice from ARUK’s external lawyers or in connection with litigation with a third party

5. HOW LONG WILL ARUK RETAIN YOUR APPLICATION DATA?

We keep your Application Data in accordance with our internal retention policies and procedures. Typically, if you are unsuccessful in your job application with us (or if you reject the position), we will keep it for up to twelve months so that we may contact you again if another suitable position arises.

6. WHERE DOES ARUK STORE YOUR APPLICATION DATA?

All Application Data is stored in the UK and not transferred to any territories outside the European Economic Area (the “EEA”) and the UK.

7. EXERCISING YOUR RIGHTS

You may have the right to request access to, or rectification or erasure of the Application Data that ARUK holds about you. You may also have the right to restrict or object to certain types of processing of your Application Data.

If you notice an error in your application that you would like to correct, please contact us using the contact information in paragraph 8 below.

Any request to exercise one of these rights will be assessed by ARUK on a case by case basis. There may be circumstances where we are not legally required to comply with your request because of the laws in your jurisdiction or because of exemptions provided for in data protection legislation.

8. CONTACT US

Please contact us at hr@alzheimersresearchuk.org if you would like to find out more about any matters relating to this Notice.

If you have concerns about the way in which ARUK has handled your Application Data you should contact hr@alzheimersresearchuk.org. If you are still dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO); however, all complaints should be raised with ARUK in the first instance.