



Wellcome Sanger Institute

Recruitment Privacy Notice

Thank you for your interest in working at the Wellcome Sanger Institute ("we" or "us"). We are committed to protecting and respecting your privacy. This Privacy Notice explains how we, as Data Controller, handle your personal data when you apply to work for us, whether as a permanent or temporary employee or as a contractor or consultant. It also provides details of the rights that you have under data protection law. Such laws, for the avoidance of doubt, include the General Data Protection Regulation ("GDPR") and its implementing legislation in the UK.

Our contact details

Wellcome Sanger Institute
Wellcome Genome Campus, Hinxton Cambridge CB10 1SA
+44 (0)1223 834244
recruit@sanger.ac.uk
dataprotection@sanger.ac.uk
sanger.ac.uk

What type of data we collect about you

During the course of our recruitment activities we may collect a variety of data from you and about you, including but not limited to the following:

- Name
- Contact details (postal address, telephone number, email address)
- Current employer
- Qualifications
- Employment history
- References
- The information you provide in your application form and at any interviews
- Information about your professional life contained in your social media accounts (e.g. LinkedIn or Twitter)
- Correspondence with you about your application

We may also collect some categories of data which are considered more sensitive, such as nationality, or in limited cases we may collect details of any health conditions or disabilities you have, for instance, if you require assistance or adjustments to be made in order to attend an interview.

Any or all of the above data will be referred to in this notice as “**Recruitment Data**”.

This data will mainly be collected directly from you at different stages of the application process but may also be collected from your previous employer(s) or third party providers such as recruitment agencies or official, authorised sources of criminal records checks.

Purposes and legal grounds for processing

The reason we collect Recruitment Data about you is to process your job application and decide whether or not to offer you a contract of employment or work with us.

We will only process your Recruitment Data where we have a legal basis for doing so. Generally, we will process your information because it is necessary to help us to decide whether to enter into a contract of employment with you.

At other times, we will be processing your Recruitment Data based on our legitimate interests (for example, if you ask us to keep in touch with you about future job opportunities).

We may also need to process your Recruitment Data to comply with our legal obligations.

Where special category data is processed, we rely on the necessity of processing the personal data for exercising our rights under UK employment law. We will only process personal data relating to criminal convictions where we are permitted by law to do so.

What we do with the data and who we share it with

We use the information that you have given us for the main purpose of recruitment. We use your data to assess your application and, in some circumstances, to find an alternative position for you. We may also use the data to improve our recruitment processes.

We may share this information internally for recruitment purposes. Depending on the specific role you are applying for, we may also share the information you have given us with the party or parties specifically identified in the job description.

We will share your personal data with the third party that provide our Applicant Tracking System. We may also share your personal data with official, authorised criminal records checks providers, in accordance with the law.

In certain circumstances we may be required to share your Recruitment Data with law enforcement officials or other third parties where we are under a duty to do so in order to comply with any legal or regulatory requirement, or to protect the rights, property, or safety of our employees or others. Finally, we may need to share your data with our legal advisors to seek advice, or in relation to litigation.

How we store your data and when we delete it

Your Recruitment Data is securely stored by our third party Applicant Tracking System and your information will be held for a period of one (1) year from the date you are notified of your application outcome.

Your data protection rights

You may have the right to request access, rectification or erasure, amongst other rights, in relation to your personal data.

Any request to exercise one of these rights will be assessed by us on a case by case basis. There may be circumstances in which we are not legally required to comply with a request because of relevant exemptions provided for in applicable data protection legislation. If we are required to comply, we have one month to respond in most cases.

Please contact us at dataprotection@sanger.ac.uk if you wish to make a request.

How to complain

If you have concerns about how we have handled your personal data, you should get in contact with us at dataprotection@sanger.ac.uk in the first instance. If you are dissatisfied with our response, you have the right to complain to your Data Protection Authority. In the UK, that is the Information Commissioner's Office (ICO).

The ICO's contact details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113

<https://ico.org.uk/make-a-complaint/>

Thank you again for your interest in working for Wellcome Sanger Institute.