The Linnean Society of London Privacy Notice for Job applicants.

1st April 2019

What is the purpose of this document?

The Linnean Society of London is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after the recruitment process, in accordance with the General Data Protection Regulation (GDPR).

Data Controller: The Linnean Society of London, Burlington House, Piccadilly London, W1J 0BF

What information does The Linnean Society collect?

This includes but not limited to:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

Any information required for the purpose of carrying out a background check including DBS (or their equivalent) and financial misconduct checks.

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. The Linnean Society may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so. Data will be stored in a range of different places, including on IT systems (including email), and in hard copy.
We will comply with GDPR. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.

2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

3. Relevant to the purposes we have told you about and limited only to those purposes.

4. Accurate and kept up to date.

5. Kept only as long as necessary for the purposes we have told you about.


Personal data, or personal information, means any information relating to you as a living individual from which you can be identified. It does not include data where the identity has been removed (anonymous data)

How we will use information about you

We will use your personal information as follows:

• To assess your skills, qualifications and suitability for the role.

• To carry out any background and reference checks, where applicable.

• To keep records relating to our hiring process.

• To communicate with you about the recruitment process.

It is in our legitimate interests to decide whether to appoint you to the role

• Comply with legal or regulatory requirements.

Our lawful basis for these activities above is necessity for The Linnean Society to comply with its legal obligations.

We also need to process your personal information to decide whether to enter the contract of employment with you.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.
Having received your CV and covering letter, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide you are suitable to go through the interview process, we will use the information you provide to us during this process to decide whether to offer you the role. If you are the successful applicant.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application, we will not be able to process your application successfully. For example, if we require a background check or references and you fail to provide us with relevant details, we will not be able to take your application further.

Data retention

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. If your job application is unsuccessful, we will keep your personal data for 3 months from the date in which the role you applied for was awarded. If your application resulted in a position within the Society, your personal data will be kept on file for the period of your employment and three months thereafter.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.

- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
• **Suspend processing of your personal information**, for example if you want us to establish the accuracy of the data we are processing.

**What we may need from you.**
Please be aware that these rights are subject to certain conditions and exceptions as set out in the data protection legislation.
If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Manager in writing and they will explain any conditions that may apply.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

**Right to withdraw consent**
In the limited circumstances where we are relying on your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Data Protection Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

If you have any questions about this privacy notice, please contact the Data Protection Officer priya@linnean.org