



## **Transparency statement - for job seekers**

This transparency statement describes how IBD Registry Limited collect and use your personal information before and during the candidate recruitment process, and after the recruitment process has ended. We are a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you and explaining your rights in relation to that data. Our Data Protection Officer is Clare Sanderson. Clare’s email is [dpo@ibdregistry.org.uk](mailto:dpo@ibdregistry.org.uk). Our main officer is Liz Dobson (CEO).

### **What data do we collect from you?**

We collect personal data from you when you apply for a role at the IBD Registry.

The data we collect will include your name, contact details (address, or email, or phone, as included by you), and other personal detail on your CV (as included by you). Some of the information is mandatory in order for us to consider an application for a vacancy or meet its statutory monitoring and reporting responsibilities. However, where indicated, some of the information is optional and you can choose not to complete. Any information requested will only be used for recruitment purposes.

### **Why do we collect this data? (purpose of collection)**

Personal data is collected to facilitate the recruitment program and we process your data as follows:

- a. check that you are legally entitled to work in the country where the relevant role is located;
- b. review your work experience to date;
- c. review your education to date;
- d. consider whether to interview you or request further information from you; and
- e. used for anonymised reporting purposes, such as the volume of candidates who apply and sources of applications.

Processing your data is necessary for the purposes of our legitimate interests in managing the recruitment exercise effectively and to meet our legal obligations, for example check that you are legally entitled to work in the country where the relevant role is located.

### **How we handle (process) the data that is submitted by you**

We store this information in our recruitment system which are held on secure servers based on the UK mainland. In the event of your application resulting in the offer and

your acceptance of a position at IBD Registry, your personal information in our recruitment folders will be transferred to and held in our employee system which is also held on secure servers based on the UK mainland.

Except as is set out in this statement or as required by law, your personal data will not be provided to any third party without your consent.

### **How do we keep your personal data safe? (data security)**

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 have put in place procedures to deal with any suspected data security breach. IBD Registry will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **How long do we keep your data for? (data retention)**

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 or reporting requirements. Should you be unsuccessful in your application, we will keep your personal data for a period of three months in case any other suitable vacancies arise. After this period your data and your user profile and password will be deleted. At any time during the three-month period you can update and change some of the content of your data on the portal such as CV or phone numbers, address etc. If we think it is in the interests of both parties to hold this information longer than this period (e.g. for a possible future role), we will seek your permission to do so.

### **Your rights in connection with your personal information**

Under certain circumstances, by law:

- a. You have the right to object to the processing of your personal data.
- b. 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.
- c. You have the right to request that we update the personal information we hold about you.
- d. You have the right to request that we delete the information we hold about you. If you ask us to delete your personal information, we will not be able to process your application further.
- e. You have the right to ask us to stop processing personal information where we are relying on a legitimate interest and there is something about your particular situation, which makes you want to object to processing on this ground.
- f. You have the right to ask us to restrict how we use your personal data. If you ask us to restrict our use of your personal data, we may not be able to process your application further.

If you want to exercise your rights under any of the above, please contact the IBD Registry in writing at the address below, or by email to [dpo@ibdregistry.org.uk](mailto:dpo@ibdregistry.org.uk)

### **Our Contact Details**

If you have a general enquiry about this notice, we're happy to help answer it. You can contact us in writing at the address below, or by email to [support@ibdregistry.org.uk](mailto:support@ibdregistry.org.uk)

Our office address: Ebbisham Centre, 6-7 Derby Square, EPSOM, Surrey KT19 8AG