



Oak Philanthropy Ltd - job applicant privacy notice

Data controller details

The organisation is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows:

Oak Philanthropy Limited
Avenue Louis Casaï 58
1216 Cointrin, Geneva
Switzerland

Tel: +41 (0)22 318 86 40.

Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the course of your job application and in ways that have been explained to you
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- keep it securely.

Types of data we process

As well as name and contact details, we hold the CV and/or application form you provide which includes information about education and qualifications, former employers and work history. All the information we hold is necessary for us to assess your suitability for the job role on offer.

Before we confirm a job offer we carry out some pre-employment checks including taking up references. To carry out these checks we share your name and relevant employment information, to enable referees to identify you. Our pre-employment checks will include checks carried out in countries outside of the EEA if that is where you lived and worked previously. It is in our legitimate business interests, and your own best interests, to make sure that we offer the job to the most appropriate candidate.

Once your appointment is agreed we will use your personal data to send the employment contract and job offer to you. These are steps preparatory to entering into the contract of employment. We will also notify any recruitment agency involved in your recruitment that an offer has been made. Most of the information we hold at recruitment stage has been provided by you directly, or on your behalf by the employment agency.

We keep our recruitment records for the duration of recruitment process and then for no longer than 6 months for unsuccessful candidates. For successful candidates the personal data in the recruitment file will be carried forward into the employee's HR file.

We may share your data with colleagues within the organisation where it is necessary for them to undertake their recruitment duties and we may share your data with external people who are involved in the recruitment, such as our HR adviser or those who work in other Oak Foundation offices.

Your data protection rights

You have the right to ask for a copy of the personal data we hold that relates to you. If you think that information about you which we hold is incorrect or misleading, you have the right to have the information corrected provided you can demonstrate that it is incorrect. You can also request the erasure of personal data relating to you in certain circumstances, where you believe there is no reason for us to continue processing it. You can also request or restriction of processing, for example if you believe the data we hold is incorrect. You have the right to take away a copy of your personal data in electronic format in certain circumstances.

If you are unhappy about the way we use your personal data or the way in which we respond to your request to exercise your data protection rights, you can contact the Director of Administration at the above address. You also have the right to lodge a complaint with your local supervisory authority.

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