



Recruitment Privacy Statement

Privacy Statement for Rethink Mental Illness (Registered in England Number 1227970. Registered charity no. 271028) ("National Schizophrenia Fellowship") is committed to protecting the privacy of our candidates, employees and users of the website. Our aim is to ensure a secure and safe user experience when using our careers site and when joining the organisation as a worker, employee or volunteer. We will ensure that any information you supply to us via our website is processed and used only for the purposes set out in this Privacy Statement.

The Information We Collect and How We Use It

Rethink Mental Illness may collect your personal details, including but not limited to your name and contact details (together with your e-mail address) and other relevant information from your CV. On occasions this may also include - sensitive personal information such as details of criminal convictions and ethnic origin. If you are successful in being offered any contracted, bank, zero hours, or voluntary work you may be requested to submit details such as evidence of right to work (including photographic samples such as your passport or drivers license). If you are successful in securing any contracted, bank, zero hours, or voluntary work you may be requested to submit bank or building society details for payment. This information is held, used and disclosed by us as follows:

1. to provide our services to you;
2. to maintain our business relationship, where you are a user of our website, or a candidate going through the recruitment process;
3. to enable you to submit your CV to apply for specific jobs or to subscribe to our job alerts. Please see the separate section on your CV below which outlines additional uses and disclosures;
4. to match your details with job vacancies, to assist us in finding a position that is most suitable for you and to send your personal information (including sensitive personal information) to Hiring Managers in order to apply for jobs;
5. to enable payment of salary, fees, or expenses
6. to fulfil our contractual agreements to candidates and commissioners
7. to answer your enquiries;
8. to trusted third parties where we have retained them to provide services that you or our Hiring Managers have requested, such as reference, qualification and criminal reference checking services (as required), verification of the details you have provided from third party sources, psychometric evaluations or skills tests. These third parties comply with similar and equally stringent undertakings of privacy and confidentiality as Rethink Mental Illness;
9. we may also release personal information to regulatory or law enforcement agencies, if they require us to do so. We will also disclose your information where we are permitted and requested to do so by law; and
10. we may also seek your consent to collect, hold, use and disclose your personal information for any other purpose not listed above.
11. our website may also use a website recording service which can record mouse clicks. Data collected by this service is used to improve our website usability. The information collected is stored and is used for aggregated and statistical reporting, and is not shared with anybody else.



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Job Alerts

To subscribe to job alerts emails, you will be required to provide your e-mail address, which will be used for the purpose of keeping you informed, by e-mail, of the latest jobs in your nominated industry/area. Should you decide that you no longer wish to receive this information, unsubscribe links are provided in every job alert email that you receive.

Curriculum vitae ("CV")

We give you the opportunity of submitting your CV via our website against a specific vacancy. You do this to apply for a specific advertised job. Your CV will be stored in the Rethink Mental Illness applicant tracking system, and will be accessible by the HR Shared Service. Your CV may also be e-mailed directly to other employees of Rethink Mental Illness (in a Recruiting capacity) for review. You are able to withdraw your permission for your data processed upon completing your registration form with Rethink Mental Illness.

You can update your CV at any time, simply by following the same procedure to submit a new CV. Your old CV will automatically be archived providing the submission details remain the same (for example you submit both CVs using the same email address or you advise the relevant contact of your new submission).

Aggregate Information about Rethink Mental Illness online visitors

We gather information and statistics collectively about all visitors to our website, for example, which area users access most frequently and which services users access the most. We only use such data in the aggregate form. This information helps us determine what is most beneficial for our users and how we can continually improve our online services to create a better overall experience for our users.

Access

You have the right at any time to ask us for a copy of the information supplied by you that we hold. We may ask you to verify your identity and for more information about your request. We also have the right to charge an administrative fee for this service. Where we are legally permitted to do so, we may refuse your request and will give you reasons for doing so. If you would like to make a request for information, please contact data.controller@rethink.org.

You also have the right to ask Rethink Mental Illness to stop using your information. However, if this involves a request for deletion of your file, please be aware that we may not be required or able to do so, particularly where your file also holds information about financial information that we need to keep for periods of up to six years, i.e. that relate to tax matters. Where we are unable to comply with your request we will provide reasons for failing to do so.

Changes to our Privacy Policy

This privacy policy may be changed by Rethink Mental Illness at any time. If we change our privacy policy in the future, we will advise you of changes or updates to our privacy policy by a prominent notice on our website. Continued use of this website or our services after such changes will constitute your acceptance of such changes.



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If, at any time, you have questions or concerns about Rethink Mental Illness' online privacy commitment, please feel free to e-mail us at data.controller@rethink.org or call your local office to speak to one of our representatives.

Equal Opportunities

Rethink Mental Illness is an equal opportunities employer and a company committed to diversity. This means that all job applicants and members of staff will receive equal treatment and that we will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

As part of our commitment to equal opportunities we will statistically report on information provided by you for the purposes of diversity monitoring. All such information will be anonymised statistical data.

Contact

If you have any enquires you can contact us at: data.controller@rethink.org or by writing to us at:

Caroline Cannar
Data Protection Officer
Rethink Mental Illness
89 Albert Embankment, Vauxhall, London, SE1 7TP.

Our registered office is at:

Rethink Mental Illness
89 Albert Embankment,
Vauxhall,
London,
SE1 7TP.

Date Authored: December 2017



Recruitment Privacy Statement

Networkx Recruitment Privacy Policy (System Provider)

The following privacy statement explains how we protect visitors information gathered via this Website site and during the online application and registration process. If you as a visitor choose submit information to this Website, you agree to the use of such data in accordance with this privacy statement. We ensure generally accepted standards of technological security for the purpose of protecting information provided by visitors from misuse, loss, or corruption. Only authorised personnel have access to personally identifiable information submitted through the Website. Such employees are required to maintain the confidentiality of this sensitive data.

Information Collection

As a visitor, you do not have to submit any personal information in order to use the Website. The site collects only personally identifiable information that is specifically and voluntarily provided by visitors. Such information may consist of, but is not limited to, your name, current job title, company address, email address and telephone and fax numbers.

Information Use

Personal details you provide in this application/registration, or separately in connection with your application/registration: Will be held on our computer systems and/or on a manual file. Will be used to deal with your application. Will be used for communication with you regarding recruitment. Will be used to satisfy legal requirements and for statistical analysis. Will be held and may be used to contact you about future vacancies. Will be processed, transferred and stored by our software provider, Net-Worx (2001) Ltd

Disclosure of Information to Third Parties

Although we may provide visitors information to service providers that handle information on our behalf, we will not share the information with third parties for secondary or unrelated purposes unless otherwise disclosed at the point of collection.

Access to Information

We are dedicated to providing reasonable access to visitors who wish to review the personal information retained when they apply via our Website site and correct any inaccuracies it may contain. Visitors who choose to apply may access their profile, correct and update their details, or withdraw their details at any time. To do this, visitors can access their personal profile by using their secure login. In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.

Information Security

We have in place reasonable commercial standards of technology and operational security to protect all information provided by visitors from loss, misuse, alteration or destruction.

Cookies

In order to provide this Website our software provider, Net-Worx (2001) Ltd uses cookies. By registering you are confirming your consent to their use in accordance with the below Cookie Policy:



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What are cookies?

"Cookies" are small text files that store basic information that a web site can use to recognise repeat site visits and, as an example, recall your name if this has been previously supplied. We may use this information (and share it with third party business partners) to observe your internet in regards to our website and systems, and to compile data in order to improve the site, target advertising to you and assess general effectiveness of such advertising. Cookies do not attach to your system or damage your files.

What sort of cookies do we use?

1. Strictly necessary cookies - Essential cookies that enable you to browse the site and use its features.
2. Functionality cookies - Cookies that improve the functionality of the site by storing your preferences.
3. Performance cookies - Cookies that help to improve the site performance and provide you with a better user experience.

Does anyone else use cookies on the site? / Third party cookies

We may also use or allow third parties to serve cookies. For example, like many companies, we use Google Analytics to help us monitor site traffic. If we include content from other sites (like YouTube, Facebook, Twitter), you may be sent cookies from these sites. We don't control them, and you might want to check these third-party sites for more information about their cookies and how to manage them.

How can you manage cookies?

If you do not want information collected through the use of cookies, there is a simple procedure in most browsers that allows you to deny or accept the **cookies feature**. Please note, however, that "personalised" services may be affected if the cookies option is disabled. If you wish to disable the setting of cookies in your browser, please visit AboutCookies.org for the most up to date instructions.

If you have any questions regarding our use of cookies, please direct them to our software provider, Net-Worx (2001) Ltd. support@networxrecruitment.com

Changes to our Privacy Policy

Net-Worx (2001) Ltd reserves the right to modify or amend this privacy statement at any time and for any reason. Nothing contained herein creates or is intended to create a contract or agreement between us or Net-Worx (2001) Ltd and any user visiting the Website site or providing identifying information of any kind.

Visitors Questions

If you have any questions or concerns regarding your privacy while using this Website site, please direct them to us using the contact us section of our Website or for any technical questions please contact our software provider, Net-Worx (2001) Ltd

support@networxrecruitment.com