

INFORMATION NOTICE FOR ISD'S RECRUITMENT PRACTICES (EU)

This Information Notice explains how ISD (we, us, our, Company) processes your personal data when you apply for a role we have advertised, the legal basis for processing the data and your rights as a data subject.

This Information Notice applies to applications for the role of employees, consultants and interns in the UK and EU nations. If you receive a job offer, we will provide additional information notices applicable to ISD Staff and Contractors.

Data Controller

ISD is a global network of think tanks comprising of ISD UK, ISD US, ISD Germany, ISD France and ISD Jordan. The ISD entities collectively determine the means of processing personal data for certain processing activities. The data controller responsible for the processing of your personal data will be the entity that are employed under. Please note that this information notice only provides information about the processing of personal data for EU/UK/EEA data subjects.

Data we process

1. Application Data

When you apply for a role with us you can do so using the Recrutee or Indeed link available for each job listing. At the time of the application, we collect your CV, name and contact information, physical addresses, email, phone number, right to work, accessibility (not mandatory), salary expectations and notice period, location preference, language proficiency, work experience and links to social media accounts if you choose to provide them. You may also include additional information in your Cover Letter that you submit along with your application.

We process this data based on our legitimate interests to fill the open vacancy and assess your suitability for the role. Any special category data collected here is based on your consent.

2. Interview and Assessment

If you have been shortlisted for a role, we will ask you to appear for a phone/video interview and complete an assessment. During the interview process we may take additional notes of your skills, your suitability to the role, your work experience in order to process your application further. We do not record the interview.

We process this data based on our legitimate interests to fill the open vacancy and assess your suitability for the role. Any special category data collected here is based on your consent.

3. Speculative and unsuccessful applications

You may share your CV and personal information with us outside of the vacancies displayed on our website. We keep any speculative applications and applications of candidates who showed promise but could not find a role with us for future applications.

We will only store and process such applications with your consent. You have the right to withdraw your consent at any time and we will delete this information from our system. We will retain this information for one year.

4. Special Category Data

In order to ensure that you have the right to work with us and your work will not be in conflict with our ethical practices we may ask you to provide certain “special category” data including information related to ethnicity, sexual orientation, political opinions etc.

This information will strictly be processed based on your consent or our need to comply with our equality, diversity and recruitment policies and employment law obligations (for example when making adjustments for any accessibility requirements).

Conflict of Information and Reference Checks

If you have been offered a role, we will ask you to provide us with two reference letters. We process the information you have provided including the name and contact details of the referees based on your consent.

Due to the nature of our work, we may also undertake assessment/conflict of interest checks for which we will ask you to provide your name, email address and physical address. We conduct these checks for our legitimate interests to rule out any conflicting interests that may not align with our mission and ethical policies.

If any special category information is revealed during such checks, we process this on the basis of our legal obligation as an employer under EU/UK laws.

We may also conduct right to work checks to ensure that you are allowed to work in the jurisdiction of employment. For this we ask for your name, your contact details, your passport and visa information, your country of residence and your national identity. We conduct these checks with your consent to complete our legal obligations as an employer under EU/UK laws.

Data Processors

ISD uses Recruiitee and Indeed.com as data processors to collect and process applications on our behalf. We have used these platforms based on our legitimate interests to streamline our recruitment process and aid in filling open vacancies. These platforms might collect additional data on their webpage when you use them to fill out our vacancies. Please read the privacy policy of the platforms for detailed information about their data protection practices.

We may use other third-party processors to complete our application process. A detailed and up-to-date list of processors can be provided upon request. We enter into contracts with all third-party processors we use to ensure that your data is processed fairly.

Data Sharing with ISD entities

As ISD entities collectively handle recruitment it may be necessary to share your data between different entities for the purposes of facilitating the application process. Your data will always be appropriately protected, kept confidential and not used for any other purpose than those specified here.

Data Retention

We retain data of speculative or unsuccessful applications for up to one year based on your consent. If you have made a successful application, then the data retention period will be covered in the information notice provided to employees.

Data Security

We take all reasonable steps to ensure that personal data is processed securely and treated in accordance with this Information Notice. The technical and organisational measures to prevent unauthorised access to personal data include limiting staff and sub-processor access to personal data in accordance with specific job responsibilities or contractual obligations, the encryption of data where possible, the institution of security protocols and staff training.

Data Subject Rights

As a data subject, you have the following rights to your personal data:

- to be informed as to whether ISD holds data about you.
- to access that data.
- to have inaccurate data corrected.
- to have your data deleted.
- to opt-out of particular data processing operations.
- to receive your data in a form that makes it “portable”.
- to object to data processing.
- to receive an explanation about any automated decision making and/or profiling, and to challenge those decisions where appropriate.

You can write to our DPO dpo@isdglobal.org to make a request. You also have the right to a complaint with data protection supervisory authorities. In the UK the relevant authority is the [Office of the Information Commissioner](#). A list of EU authorities is available [here](#).