

RECRUITMENT PRIVACY NOTICE

This privacy policy covers how we, the Federation of European Biochemical Societies, collect, use, store and protect the data that is supplied to us by job applicants.

We believe completely in equal opportunities and will treat all applicants fairly with no discrimination. We never knowingly provide misleading information about the nature of the role. We are committed to managing your personal information securely and with respect in accordance with the General Data Protection requirements.

The information we collect may cover the following:

- < Contact information (name address, phone number and email address)
- < Information from CV or application form or covering letter (education, skills and qualifications)
- < References from the names referees that the applicant provides and only with the applicants' consent.
- < Visa and proof of the right to work in the UK documents
- < Employment records (including job titles, work history, working hours, training records and professional memberships).
- < Salary, annual leave, pension and benefits information.

We may also collect, store and use "special categories" of more sensitive personal data which require a higher level of protection such as information Occupational Health records with consent from the application, information about race or ethnicity, religious beliefs, sexual orientation, political opinions and criminal convictions and offences (if any).

The purpose of collecting this information is to find suitable candidates to fulfil a specific role within our Company, and to check that

We may disclose the information for the purpose of obtaining referees. Where additional information is required the information may be disclosed to the Disclosure and Barring Service, your G.P or an Occupational Health professional only after you have given your consent

You have specific rights in connection with personal information: request access to your personal information; request correction of the personal information that we hold about you;

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