Candidate Privacy Policy

The following privacy policy explains how we, the Marine Stewardship Council (MSC), protect visitors' information gathered via this website and how candidate data is processed using our online recruitment software. If you as a visitor choose to submit information, you agree to the use of such data in accordance with this privacy policy. 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 sensitive data.

As defined by the General Data Protection Regulation (GDPR) the Marine Stewardship Council is the Data Controller and ultimately responsible for ensuring the data you provide is kept secure, processed correctly and that you understand your legal rights in relation to the data you provide. As part of our Data Controller responsibilities, the MSC has an assigned Data Protection Adviser, details below:

The recruitment software we use via this website is supplied by Net-Worx (2001) Ltd (trading as networx). They are defined as a Data Processor under the GDPR and will only process your data in accordance with our instructions.

Data Controller	Marine Stewardship Council (MSC)	I Snow Hill, London. EC1A 2DH +44(0)207 246 8900
Data Protection Adviser	Tanya van Niekerk, Governance Secretary	Tanya.van.niekerk@msc.org +44(0)207 246 8904
Data Processor	Net-Worx (2001) Ltd (trading as networx)	The Engine House, Wharfebank Business Centre, Ilkley Road, Otley. LS21 3JP
Data Protection Officer	Rob Baker	dpo@networxrecruitment.com

What information does the MSC collect from you?

The recruitment software collects only personally identifiable information that is specifically and voluntarily provided by visitors. As part of the registration process, we may collect the following (but not limited to) :

- name, address, email address, telephone number.
- CV/ resumé (where applicable).
- answers to questions around your recruitment preferences.
- your qualifications, skills, experience and employment history.
- any other information you wish to provide in support of building up your candidate account.

Why does the MSC collect this information (purpose)?

As required by the GDPR we must only request information if we have a legal basis for doing so. You are providing this information in order for us to form a contract that will allow us to use your details and inform ation presented so that we may provide recruitment services to you and carry out statistical analysis.

Lawful processing of your personal data.

We will use your data to satisfy our legitimate interests in the effective and lawful operation of the MSC website. We may also use your personal data for our legitimate interests, including enforcing the terms of any other agreement between us and for regulatory, legal and auditing purposes.

Who might we share your information with?

Personal details you provide in this registration will:

- will be held on our computer systems and may be downloaded by us.
- will be used to manage your application and satisfy legal requirements.
- be made available to us and our processors.
- by preference be searchable on our candidate database.
- allow you to optionally receive notifications on relevant jobs you are seeking.
- be used for communicating with you regarding vacancies and recruitment.
- be used for statistical analysis.

Where the MSC holds and processes your personal data.

The majority of all personal data held by the MSC is stored on servers in the UK or European Union (EU). Some or all of your personal data may be stored outside of the UK or EU for any reason, including for example, if our email server is located in a country outside the UK or EU or if any of our service providers or their servers are based outside the UK or EU. Other than in exceptional circumstances, we shall only transfer your personal data to organisations that have provided adequate safeguards in respe ct of your personal data.

The MSC may need to transfer applicant data outside the European Economic Area (EEA) e.g. if the applicant has applied for a role in another jurisdiction. If this is necessary, a similar degree of protection is provided in respect of personal data. Job applicants will be informed of this when they apply for a specific vacancy.

Where the laws applicable to a recipient are not recognised as providing adequate protection for personal data, the adequate safeguards we will employ, if any, will be those approved under UK law, including data transfer contracts based on the so-called "Standard Contractual Clauses", or so-called "Processor Binding Corporate Rules". You can obtain additional information by contacting us using the cont act details provided above.

Applicant information may be shared internally for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy, and IT staff if access to the data is necessary for the performance of IT operations. Access to CVs and other application information is limited to those people who need access in the performance of their duties e.g. with regards to recruitment.

Collection of additional information

The MSC may also collect, store and use the following information, including "special categories" of more sensitive personal information, including:

- Employer references, if you are successful and offered a role.
- Information about your entitlement to work in the country where the role will be based, which could include copies of passports with visas, birth or marriage certificates, ID cards, driving licenses or other government-issued identity documentation.
- Your medical or health conditions, and information about whether you have a disability for which the MSC needs to make reasonable adjustments.
- Medical reports which could include information on fitness to work and/or suggested changes to workstations.
- Biometric data.
- Emotional Support Animal documentation. (USA)
- Other special categories, as required by statute.

The MSC may collect this information in a variety of ways e.g. data might be contained in CVs or resumés, covering letters, or collected through interviews or other forms of assessment (including online or other tests in some situations).

The MSC may also collect personal data about you from third parties, such as references supplied by former employers or recruitment agencies, and information from criminal records checks. The MSC will seek information from third parties only once it has made a job offer.

Data will be stored within a range of different places, including within application records, in HR management systems, in locked cupboards and on other IT systems (including email).

Why do we collect this additional information and how is it used?

The MSC needs to process data to take steps, at the job applicant's request, to consider their job application, prior to entering into an employment contract. It may also need to process data to enter into a contract with job applicants.

In some cases, the MSC needs to process data to ensure that it is complying with its legal obligations. For example, it may be required to check a successful applicant's eligibility to work in the location of the role before employment starts.

In other cases, the MSC has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the MSC to:

- manage the recruitment process,
- assess and confirm a candidate's suitability for employment.
- decide to whom to offer a job; and
- respond to, and defend against, legal claims.

The MSC may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. (In some jurisdictions it is mandatory that the MSC collects information around ethnic origin or religion for tax purposes e.g. Singapore.) The MSC may also collect information about whether or not applicants are disabled, to enable it to make reasonable adjustments for candidates who have a disability. The MSC processes such information to carry out its obligations and exercise specific rights in relation to employment.

The MSC will not share your information with third parties unless your application for employment is successful and we make you an offer of employment. The MSC will then share data with former employers to obtain references. In some jurisdictions, where required, the MSC may carry out employment background checks through third- parties, for instance in the UK the MSC may seek information about criminal convictions and offences and may carry out criminal record checks through the Disclosure and Barring Service, where these are necessary to carry out its obligations and exercise specific rights in relation to employment.

If an application is unsuccessful, the MSC may keep personal data on file in case there are future employment opportunities for which an applicant may be suited. The MSC will ask for consent before it keeps personal data for this purpose and an applicant is free to withdraw their consent at any time.

How long does the MSC keep your information?

Where you have applied for a job by creating a candidate account online, your account will be deactivated after 13 months of inactivity. You can deactivate your account at any time by accessing your personal profile using your secure login details. At the same time you deactivate your account, your data will be fully anonymised.

At the end of that period, or if you withdraw your consent, your data will be deleted or destroyed.
If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.
If successful, the period for which your data is held will be provided to you in a new privacy notice.

How can I access the information the MSC holds about me? Your rights.

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. Job applicants who choose to register online may access their profile, correct and update their details, or withdraw their details at any time by logging into their account using their secure login details. In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.

You have the following rights in relation to the way in which we manage your personal data:

- the right of erasure or to be forgotten.
- the right to rectification if information is inaccurate or out of date.
- the right of data portability (to obtain and reuse your personal data).
- the right to object to the Data Controller and processors handling of your personal data.
- the right to ask for a copy of the information we hold about you (Subject Access Request - S.A.R.)
- the right to lodge a complaint with a supervisory authority - in the UK, this is the Information Commissioner, see www.ico.org.uk

Within your candidate account, you can also use the Download Data feature to generate an XML file of the current data we hold on you that you have provided and/or have access to within the account.
Where you exercise your right to object or withdraw your consent, we may process your personal data without your knowledge or consent where we are permitted or required by law or regulatory requirements to do so. In such a case, we will not process more personal data than is required under the circumstances.

If you are not satisfied by our actions, you can seek recourse through our internal complaints' procedure. If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner - (www.ico.org.uk) or seek recourse through the courts.

Information Security.

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

Changes to our Privacy Policy.

We reserve the right to modify or amend this privacy statement at any time and for any reason, providing it maintains compliance with the General Data Protection Regulation (EU) 2016/679.)