

Applicant Privacy Notice

This Privacy Notice explains:

- who we are
- how we collect, share and use your personal data
- how you can exercise your privacy rights

when you apply for a job or role with us.

Muslim Aid is the data controller responsible for your personal data (referred to as "we", "us" or "our" in this privacy notice) and we are committed to respecting your privacy.

Muslim Aid is a registered Charity in England and Wales with registration number 1176462 and Data Controller registration number Z1169585.

Contact Us

If you have any questions about

- this privacy notice
- the use of your personal data
- or wish to request to exercise any of your rights

please contact our **Data Protection Officer** using the following details:

By email: dpo@muslimaid.org

By post: Kazient Privacy Experts % Muslim Aid Data Protection Officer
The Minster Building
Great Tower St
EC3R 7AG
United Kingdom

Making a Data Protection Complaint

If you have any concerns about the use of your personal data or the way we handle your requests relating to your rights, you can raise a complaint directly with us by using the contact details provided in this notice.

If you are not satisfied with the way we handle your complaint, you are entitled to raise a complaint directly with the UK Information Commissioner's Office via the details available on their website: www.ico.org.uk.

Personal Data We Collect From You

We collect personal data when you:

- apply for a job or a role with us
- visit our website
- complete an online contact form
- communicate with us (including phone calls, chat, email, web forms, social media)

The types of personal data we collect from you include/are:

- **Identity details** which includes your first name, last name, date of birth and age
- **Contact details** which includes your home address, email address and phone number
- **Personal data about your family** which includes your marital status, next of kin and emergency contact details
- **Employment data** which includes your CV, education history, employment status, employment history and survey responses
- **Verification Data** which includes identification documents such as passport, driving licence, National Insurance number and other national identifiers
- **Technical Data** which includes internet protocol (IP) address, browser type, and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access this website
- Any personal data about you included in free text boxes; including in relation to enquiries, feedback, or comments submitted to us

We also collect Special Categories of Personal Data which includes:

- **Health data** which includes any physical disability, mental disability or any medical condition
- **Criminal data** which includes information about criminal convictions or offences

- Information about your race or national or ethnic origin, religion or beliefs and sexual orientation.

It is important the personal data we hold about you is accurate and up to date.

Please keep us informed of any changes to your personal data for example change of contact details, etc.

Personal Data We Collect from Others

Sometimes we work with carefully selected third parties and we may receive your personal data from them.

The third parties include:

- suppliers
- referrers

How We Use Your Personal Data

We process your personal data only where we have a valid legal basis to do so.

We use your personal data for the following purposes:

Purpose/Activity	Type of Data	Lawful basis of processing
To provide information that you have requested	<ul style="list-style-type: none">● Identity● Contact	Legitimate interests
To manage our relationship with you	<ul style="list-style-type: none">● Identity● Contact● Employment	Performance of a contract
To use data analytics and to improve our IT environment	<ul style="list-style-type: none">● Technical● Employment	Legitimate interests
Meeting our legal and regulatory obligations	<ul style="list-style-type: none">● Identity● Contact● Verification	Legal obligation
Managing your applications for a job or role with us	<ul style="list-style-type: none">● Identity● Contact● Employment	Performance of a contract

Where we are processing your personal data for our legitimate interests, you may object to the processing of your personal data.

We need certain personal data from you to be able to process your application for a role.

We also collect Special Categories of Personal Data for the following purposes:

Purpose/Activity	Special Category of Personal Data Collected	Legal Basis	Additional Legal Basis
To verify your identity and assess your suitability for a role	Criminal data	Legitimate interests	In the context of employment and social protection law
To consider whether we need to provide appropriate adjustments during the recruitment process	Health data	Legal obligation	In the context of employment and social protection law
To ensure equal opportunity monitoring and reporting	Race or national or ethnic origin, religion or beliefs, sexual orientation	Legal obligation	In the context of employment and social protection law

We'll only ask for Special Categories of Data when we absolutely need to and use it in limited circumstances.

Sharing Your Personal Data

When necessary, we share your personal data with:

- our service providers
- tax, government, and any relevant regulatory authorities
- prosecuting authorities and courts, and/or other relevant third parties connected with legal proceedings or claims
- law enforcement agencies
- third parties where we are required to do so by law

Transfer of Your Personal Data Outside the UK

We **do not** foresee transferring your personal data outside of the United Kingdom.

However, if in the unlikely event we do transfer your personal data outside of the UK we will ensure that appropriate safeguards are in place.

Retaining Your Personal Data

We will store your personal data in line with our data retention policy.

Our criteria for retention policy considers:

- purposes for processing
- legal or regulatory obligations
- exercise and/or defence of any legal claims

Profiling

We do not engage in any profiling activities with your personal data.

Automated Decision Making

We do not use any automated processes to make decisions about you that produce legal or significant effects concerning you.

Your Data Subject Rights and How to Exercise Them

You have rights relating to the personal data we hold about you, however, they may be subject to various exceptions and limitations.

You can request to exercise your rights at any time by contacting us. The contact details can be found in the Contact Us section of this notice.

Your rights:

Right to be informed: We are obliged to provide clear and transparent information about our processing activities of your personal data.

Request access to your personal data (commonly known as a “data subject access request”): You have the right to understand what personal data we hold about you and why.

Request correction of the personal data: If we hold inaccurate or incomplete personal data, you have the right to request us to rectify or correct your personal data.

Request erasure of your personal data: You may ask us to delete or remove personal data. We may not always be able to comply with your request, where this is the case we’ll let you know why.

Request restriction of processing of your personal data: You may ask us to stop processing your personal data. We will still hold the data but will not process it any further. You may exercise the right to restrict processing when one of the following conditions applies:

- the accuracy of the personal data is contested
- processing of the personal data is unlawful
- we no longer need the personal data for processing but the personal data is required for part of a legal process
- the right to object has been exercised and processing is restricted pending a decision on the status of the processing

Right to object: You have the right to object to our processing of your personal data where:

- processing is based on legitimate interest

Please note when you request to exercise any of your rights we may request specific information from you to help us confirm your identity and keep your personal data protected.