

## Fair processing notice for recruitment

(Last updated September 2025)

You are provided with a copy of this Notice because you are applying for work with the Royal Society of Chemistry (whether as an employee, worker or contractor). The notice is for information only and you do not need to take any action. This notice is in addition to our Privacy Statement and Cookies policy.

The purpose of this Notice is to tell you what information we collect from you, how, when, and why (namely for the purposes of the recruitment exercise) it may be collected and what happens to it. For the purpose of this Notice, “we”, “our” and “us” refer to The Royal Society of Chemistry (and each of its subsidiaries) as an organisation (also referred to as “**RSC**”). The RSC is committed to complying with data protection law and principles. This notice provides you with information that must be provided under the UK's General Data Protection Regulation (UK GDPR).

The RSC is a data controller (a data controller is someone responsible for deciding how to hold and use personal information) and our Data Protection Officer can be contacted using the contact details below.

**E-mail address:** [dpo@rsc.org](mailto:dpo@rsc.org)

**Telephone number:** Tel: +44 (0)1223 420066

**Postal address:** The Royal Society of Chemistry, Thomas Graham House (290), Science Park, Milton Road, Cambridge, CB4 0WF

This Notice only applies to personal information processed by or on behalf of the RSC in relation to the job application submitted by you. Third party websites and services we link to through our websites have their own privacy policies, independent of us. We hold no responsibility or liability for those independent policies. We encourage you to look for and review the privacy policies of any third party website you visit.

We may collect information from you when you visit our website, use our services, contact us by telephone or email or receive a communication from us relating to our services.

### What information does the RSC collect?

The RSC will only collect, store, and use information that is relevant to the recruitment process. This includes:

- Your name, title, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- Information about your desired level of remuneration, type of contract and working hours;
- Whether or not you have a disability for which the RSC needs to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK;
- Any other information provided by you via our online recruitment portal and the information you provide during an interview or other selection process.

The RSC may collect information in a variety of ways. For example, personal data might be contained in application forms, CVs or resumes, cover letters, emails, identity documents, or collected through interviews or other forms of assessment including online tests.

We will only accept and use information about you from reputable organisations (which could include recruitment agencies, background check providers, named referees) who have either obtained your permission to share your information with us or who have collated information about you from publicly available sources.

Data will be processed on a range of different IT systems under the control of the RSC, including on our online recruitment portal (currently Workday), in HR information systems and on other IT systems (including email).

### **Why does the RSC process personal data?**

The RSC will only use your personal information when the law allows it.

The lawful basis we rely on for processing your personal data is article 6(1)(b) of the UK GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract.

If you provide us with any information on a disability for which the RSC needs to make reasonable adjustments under the Equality Act 2010, the lawful basis we rely on for processing this information is article 6(1)(c) of the UK GDPR to comply with our legal obligations under the Act.

The lawful basis we rely on to process any information you provide as part of your application which is special category data, such as health, religious, sexual orientation or ethnicity information is article 9(2)(b) of the UK GDPR, which relates to our obligations in employment and the safeguarding of your fundamental rights.

For some roles, the RSC is obliged or otherwise allowed to seek information about criminal convictions and offences. If you provide us with information about criminal convictions and offences, the lawful basis we rely to process this data is article 6(1)(e) of the UK GDPR for the performance of a task carried out in the public interest.

The RSC will not use your data for any purpose other than the recruitment exercise for which you have applied.

### **Who has access to data?**

Your information will be shared internally for the purposes of application. This includes members of the People & Culture and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and Technology, Facilities, Health & Safety and Finance staff if access to the data is necessary for the performance of their roles.

The RSC will not share your personal information with any third parties unless they are working directly with us as a recruitment or test supplier or contractor or as part of maintaining our activities, products or services.

We may be under an obligation to disclose your personal information by the law or regulation of a country in which we operate.

The RSC will not otherwise share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

The RSC will then share your relevant data with the identify service provider, occupational health provider, former employers to obtain references for you, or information from employment background check providers (where applicable), and information from criminal records checks permitted by law and where it is appropriate given the nature of the role.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

The RSC is a global organisation with subsidiary companies located around the world.

Any information submitted to the online recruitment system Workday is securely held by Workday, Inc. in the United States of America. The Royal Society of Chemistry is the sole user of this information. To find out more please view [Workday data privacy framework](#)

We will transfer your data outside the United Kingdom, but only for the purposes referred to in this notice and provided either:

- The UK's Information Commissioner's Office decides that the level of protection of personal data in the recipient country is adequate; or
- Appropriate safeguards are in place to ensure that your data is treated in accordance with UK data protection law, for example through the use of international data transfer agreements; or
- There is an applicable derogation which permits the transfer in the absence of an adequacy decision or an appropriate safeguard.

### How does the RSC protect data?

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

### For how long does the RSC keep data?

We will retain your personal information as indicated in the table below. This is so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information.

Category of Records	Retention Period	Additional Information
Recruitment accounts (personal data including application forms and equal opportunity data) for external unsuccessful candidates	Up to 1 year. Applicants' accounts are deleted if inactive and in the previous calendar year. Such purges are scheduled 6 monthly.	Retained electronically in the recruitment system

Recruitment accounts (personal data including application forms and equal opportunity data) for successful internal and external candidates and unsuccessful internal candidates	Applicants' accounts are deleted if inactive (not involved in a job application workflow) currently and in the previous calendar year. Such purges are scheduled 6 monthly. Applications retained 7 years after employment ends.	Initially retained electronically in the recruitment system (currently Workday).  Applications are scanned onto the HR database (currently Workday) and retained electronically in the employee personal file.
Application related information for unsuccessful external candidates	Up to 1 year. Applicants' related information is deleted. Deleted 6 monthly.	Retained electronically in the Jobs@rsc inbox but no hard copies kept. This includes any type of correspondence with hiring managers, candidates and referees relating to applications and jobs beyond standard communication via Workday.
Application related information for successful internal and external candidates and unsuccessful internal candidates	7 years after employment ends	Initially retained electronically in the Jobs@rsc inbox and calendar. This includes any type of correspondence with hiring managers, candidates and referees relating to applications and jobs beyond standard communication via Workday. Relevant information is scanned onto the HR database (currently Workday) and retained electronically in the employee personal file.
Interview notes for unsuccessful external candidates	Up to 1 year	Notes are kept electronically on the HR database.
Interview notes for successful internal and unsuccessful internal candidates	7 years after employment ends	Scanned onto HR database and retained electronically in the employee personal file. Once scanned onto the HR database any hard copies are destroyed.

If your application for employment is successful, some personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The data and periods for which your data will be held will be provided to you in a new fair processing notice.

## Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the RSC to change incorrect or incomplete data;
- Ask the RSC to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- Object to the processing of your data where the RSC is relying on its legitimate interests as the legal ground for processing;
- Request the restriction of processing of your personal information; and
- Request the transfer of your personal information to another party.

Please contact our Data Protection Officer at the contact details set out above if you would like to exercise any of these rights or if you have any concern about how your personal information is processed and we will try to resolve your concerns.

However, if you consider that we are in breach of our obligations under data protection laws, you may lodge a complaint with the Information Commissioner's Office (<https://ico.org.uk/global/contact-us/>).

### **What if you do not provide personal data?**

You are under no obligation to provide data to the RSC during the recruitment process. However, if you do not provide the information, the RSC may not be able to process your application properly or at all.

### **Automated decision-making**

We do not currently make any decisions about you using automated means. However, you will be notified if this changes.

### **Changes to this Notice**

While the content of this Notice is accurate at the date of issue, the RSC may need to make changes in the future. You will be notified of any relevant changes.

**If you have any questions about this fair processing notice, please contact our Data Protection Officer at the contact details set out above.**