

Mission Aviation Fellowship UK (MAF UK) processes data relating to the recruitment of staff for both the United Kingdom and overseas. This means we are a “data controller.” We do this to support the recruitment process, answer any questions you may have, provide you with the information you want, send you updates on our work, seek references and CRB checks as appropriate, assess against selection criteria, judge suitability for service, and to monitor gender and equality.

We are committed to protecting your privacy and promise to respect your personal information and do all we can to keep it safe. We aim to only process your personal data in ways we believe you would reasonably expect.

## What do we collect?

Personal data includes identifiers such as name, date of birth, passport information, qualifications, contract details, national insurance and social security numbers. It will also include sensitive personal data (where this information has been shared with the Charity) such as race or ethnicity, medical information, religious beliefs, sexual orientation and political beliefs. In the case of international staff, this will include details of spouses and dependants.

Information collected is detailed below.

## Who do we collect the information from?

- You, the candidate,
- Where appropriate, Disclosure and Barring Service in respect of criminal convictions,
- Your named referees and other referees as appropriate,
- For international applicants; reports from medical, psychological and technical providers,
- Where appropriate, recruitment agencies,
- Information available in the public domain.

## Who do we share information with?

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. This may include Personal Profile Analysis to assist in candidate assessment.

### UK Recruitment

Personal information detailed below is received by the Human Resources Team and shared with the recruiting manager, and interview panellists.

### International Recruitment

Personal information detailed below is received by the MAF UK Human Resources Team and is shared with the MAF International Human Resources Team, overseas Programme Manager, technical managers and interview panellists. Appropriate personal information may also be shared with our medical and psychological service providers to confirm candidate’s suitability to serve, and our technical advisers who assess pilot capacity and technical competence.

We will transfer some personal information we collect about you to the programme leads in the proposed country of service outside the EU to perform our legitimate business interests. There may not be an adequacy decision by the European Commission in respect of the country. This means that the country to

which we transfer your data may not be deemed to provide an adequate level of protection for your personal information. By submitting your personal information, you are agreeing to this potential transfer, storing or processing at a location outside the EEA.

However, to ensure that your personal information does receive an adequate level of protection we have put in place the following appropriate measures to ensure that it is treated by third parties in a way that is consistent with and which respects the EU and UK laws on data protection: *An Agreement for the sharing of data* with MAF International who in turn have appropriate security measures and policies in place to ensure data is transferred, stored and treated safely.

In the case where we need to further process sensitive personal data we will either obtain your explicit consent or we may consider the processing of that data as being necessary for carrying out our obligations as an employer. This will be assessed on a case by case basis.

### How we will use information about you

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

We also need to process your personal information to decide whether to enter into a contract of employment with you.

### How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.
- To monitor equal opportunities within MAF UK
- We will use information about your faith to assess suitability for your role in MAF UK.

### Information about criminal convictions

We will process information about criminal convictions where appropriate for the role as detailed in the job description.

### Retention periods

We will hold your personal information on our system for as long as is necessary to carry out the activity relevant to your interaction with us and as necessary to carry out, our legal, accounting and tax obligations. Retention periods are detailed below. In the case of **successful** candidates for roles in the UK and overseas, documentation is kept as detailed in the Staff Privacy notice. After the retention periods outlined below, we will securely destroy your personal information in accordance with applicable laws and regulations.

## UK Recruitment

Item held	Retention	Reason
<b>Shortlisting:</b> Application forms, CV's, diversity/equal opportunities form	Unsuccessful -1 year after decision communicated	Document and support recruitment process, Legitimate Interest
<b>Interviews:</b> PPA Profile, interview notes, references, DBS (If appropriate), tests, Safeguarding, conduct / capability declarations	Unsuccessful – 1 year after decision communicated	Document and support recruitment process Legitimate Interest

## International Recruitment

Item held	Retention	Reason
<b>Enquiry:</b> Enquirers form, experience forms, meeting notes	Unsuccessful – 1 year after decision communicated	Document and support recruitment process, Legitimate Interest
<b>Application:</b> Application form, CV, licenses, logbooks, qualifications, passport, references, medical & psychological reports, personal details	Unsuccessful – 1 year after decision communicated	Document and support recruitment process, Legitimate Interest
<b>Pilot Capacity &amp; Psychological Assessment:</b> Application Form & report	Unsuccessful - 1 year after decision communicated	Document and support recruitment process, Legitimate Interest
Pilot Technical Evaluation	Unsuccessful – 1 year after decision communicated	
<b>Interviews:</b> Interview notes, assessment results, Interview pack	Unsuccessful – 1 year after decision communicated	Document and support recruitment process, Legitimate Interest

## How we protect your data

The Charity takes the security of data seriously. We have internal policies and controls in place to ensure, as far as practicable, that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by its employees in the performance of their duties.

If required, we may need to disclose your details to the police, regulatory bodies or legal advisors.

Due to the nature of servers and cloud-based storage all over the world, this may mean that, during the processing of your data, it leaves the European Economic Area (EEA). Although they may not be subject to the same data protection laws as in the UK, we will take steps to make sure they provide an adequate level of protection in accordance with UK data protection law. We will only ever share your data where we consider the processing of that data as being necessary for carrying out our obligations as an employer or if we have your explicit, informed and unambiguous consent. By submitting your personal information, you are agreeing to this potential transfer, storing or processing at a location outside the EEA.

### **What are your rights?**

You have the right to:

- ask for access to your personal information;
- ask for rectification of the information we hold about you;
- ask for the erasure of information about you;
- ask for our processing of your personal information to be restricted;
- receive your data in a form allowing you to transit it to another data controller (portability);
- object to us processing your information.

If at any point you believe the information we process on you is incorrect you can request to see this information, and have it corrected or deleted.

If you want to access your information, verify, correct or request erasure of your personal information, please send details of your request and proof of your identity by post to Human Resources, Mission Aviation Fellowship UK, 1st Floor, Castle House, Castle Hill Avenue, Folkestone, Kent CT20 2TQ. We do not accept these requests by email, so we can ensure that we only provide personal information to the right person.

### **Changes to this privacy notice**

We reserve the right to update this privacy notice at any time. If we make any significant changes in the way we treat your personal information, we will make this clear on the MAF UK recruitment website. We may also notify you in other ways from time to time about the processing of your personal information.

### **Questions**

If you have any questions, please contact the Data Protection Officer on 01303 852819 or [DPO@maf-uk.org](mailto:DPO@maf-uk.org)  
For further information, see the Information Commissioner's guidance at [www.ico.org.uk](http://www.ico.org.uk)