



Dated - 29/04/2026

CANDIDATE - PRIVACY NOTICE

Introduction

As part of any recruitment process carried out by Jersey Overseas Aid referred to as “JOA” “we” or “us”, collect and process personal information relating to candidates.

JOA is committed to being transparent about how we handle personal information, to protecting the privacy and security of personal information and to meeting our data protection obligations under the Data Protection (Jersey) Law 2018 (“DPJL”).

The purpose of this privacy notice is to make candidates aware of how and why we collect and use their personal information during the recruitment process.

This privacy notice applies to all candidates, whether they apply for a role directly or indirectly through an employment agency.

Please contact ‘JOA’s Data Protection Officer at dataprotection@joa.je with any questions about this Privacy Notice or how we handle your personal information.

What types of personal information do JOA collect about you?

We collect, use and process a range of personal information about you during the recruitment process. This includes (as applicable):

- Your contact details, such as your name, address, telephone number and email address
- Personal information provided by you in a CV, any application form, cover letter or interview
- References
- Information about your right to work in Jersey
- Copies of qualification certificates
- Background check documentation
- Details of your skills, education, qualifications, experience and/or work history with previous employers
- Information about your current salary level, including benefits and pension entitlements
- Professional memberships

We may also collect, use and process the following special category information during the recruitment process (as applicable):

- Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process

- Information about your age, nationality, race, sex and/or sexual orientation
- Information about criminal convictions and/or offences.

How do we collect your personal information?

We collect personal information about you during the recruitment process either directly from you or sometimes from a third party such as an employment agency. We may also obtain personal information from third parties, such as employment references, background check providers, and criminal record checks from the Disclosure and Barring Service (DBS), where applicable. Except for employment agencies, this information is sought only after an offer of employment has been made, and you will be informed when this occurs.

Your personal information may be stored across various systems, including your application record, our HR management system, and other IT systems such as email.

Why do we use your personal information?

The collection and processing of your personal data throughout the recruitment process will be necessary primarily to enable us to take steps at your request to enter a contract with you and to enable us to comply with our legal obligations where such obligation exists.

The purposes for which we are processing, or will process, your personal information are to:

- Manage the recruitment process and assess your suitability for employment
- Decide to whom to offer a job
- Comply with statutory and/or regulatory requirements and obligations, e.g. checking your right to work in Jersey
- Comply with the duty to make reasonable adjustments for disabled candidates
- Ensure effective HR, personnel management and business administration
- Enable us to establish, exercise or defend possible legal claims

What if you fail to provide personal information?

Failure to provide certain requested personal information may prevent us from properly processing your job application, entering into a contract with you, or complying with our legal obligations.

Who has access to your personal information?

Your personal information may be shared internally within **JOA** for the recruitment exercise, including with managers in the department which has the vacancy, and externally with professional HR advisers.

We may also use service providers acting as data processors on the **JOA's** behalf for shortlisting, verification and/or background or police checks. These service providers may be located outside the Channel Islands.

We may sometimes be required to disclose your information to external third parties, such as to local employment authorities, insurance companies, courts and tribunals, or regulatory bodies and/or law enforcement agencies, for the purpose of complying with applicable laws and regulations, or in response to legal process.

How do we protect your personal information?

We have safeguards in place to protect your personal information. Our policies and controls help prevent it from being lost, misused, altered, or accessed without permission. Access is limited to employees and trusted third parties who need the information to do their jobs

Where your personal information is shared with third parties, we require all third parties to take appropriate technical and organisational security measures to protect your personal information and to treat it subject to a duty of confidentiality and in accordance with data protection law. We only allow them to process your personal information for specified purposes and in accordance with our instructions, and we do not allow them to use your personal information for their own purposes.

Procedures are also in place to manage suspected data security breaches. Where legally required, **JOA** will notify the Jersey Office of the Information Commissioner (“JOIC”) (or any other applicable supervisory authority or regulator) and affected individuals of such breaches.

For how long do we keep your personal information?

We will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected and processed.

Where a candidate is unsuccessful, personal information will generally be retained for six months following the end of the relevant recruitment exercise. Where consent has been provided for personal information to be kept on file for potential future employment opportunities, that information will be retained after the end of the recruitment exercise, or until consent is withdrawn.

Where a candidate is successful, personal information collected during the recruitment process will be retained for the duration of employment and in accordance with the employee privacy notice.

Personal information which is no longer to be retained will be securely and effectively destroyed or permanently erased from our IT systems and we will also require third parties to destroy or erase such personal information where applicable.

Your rights in connection with your personal information

As a ‘data subject’, you have several statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

- Request access to your personal information
- Request rectification of your personal information
- Request the erasure of your personal information
- Restrict the processing of your personal information
- Object to the processing of your personal information
- Request the transfer of your personal information to another party
- Object to automated decision-making

You can exercise any of these rights by contacting our DPO at dataprotection@joa.je. We may

need to request specific information from you to verify your identity and check your right to access the personal information or to exercise any of your other rights. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

In the limited circumstances where you have provided your consent to the processing of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. This will not, however, affect the lawfulness of processing based on your consent before its withdrawal. To withdraw your consent, please contact our DPO at dataprotection@joa.je.

Should you believe that we have not complied with your data protection rights, you have the right to complain to the JOIC, contact details as follows:

Jersey Office of the Information Commissioner

2nd Floor, 5 Castle Street, St Helier, Jersey JE2 3BT

Telephone +44 (0) 1534 716530 or email enquiries@jerseyoic.org

Changes to this privacy notice

We reserve the right to update or amend this privacy notice at any time.

Contact

Questions regarding this Privacy Notice or our handling of personal information may be directed to our DPO at dataprotection@joa.je.