

Privacy Statement

1. When you apply to work at the ICR you submit information, including personal data and sensitive personal data to ICR via the on-line application forms and email addresses as an application ("application data"). We use a third party provider, WCN Plc, to process online application data on our behalf under a contract.
2. We will only use the information supplied to process your application and monitor recruitment statistics. Information provided on equal opportunities will be aggregated and de-identified prior to use for monitoring purposes and will not be available alongside other application data.
3. By storing and submitting your information you are agreeing to your application data being processed for the purposes of:
 - Communicating with you about your application
 - consideration of your application data by relevant ICR staff
 - monitoring recruitment statistics
4. We will maintain the confidentiality of and protect your information in accordance with our normal procedures and all applicable laws. Where we want to disclose information to a third party, for example where we want to take up a reference or obtain a 'disclosure' from the Disclosure and Barrings Service (DBS) we will not do so without informing you beforehand unless the disclosure is required by law.
5. You have the right to access your personal data whether submitted as an application or otherwise by sending us a written request. Further information about this process can be found here: <http://www.icr.ac.uk/about-us/responsibility/freedom-of-information>