Fair Processing Notice
for Job Applicants

TechnoServe
Business Solutions to Poverty

technoserve.org

PURPOSE

This notice outlines the manner in which personal data of those who apply for advertised vacancies will be handled and processed as outlined under data protection legislation. The Data Controller is TechnoServe INTERNATIONAL HEADQUARTERS, 1777 N Kent Street, Suite 1100 Arlington, VA 22209.

SCOPE

The policy covers all applicants whose personal data might be processed by TechnoServe.

Should an offer of employment be made a further fair processing notice will be provided alongside any offer covering how your personal data is used and stored during the processing of offers and subsequent employment.

CATEGORIES OF DATA COLLECTED AND LAWFUL BASIS FOR COLLECTION

Processing is necessary in order to take steps prior to extending an offer of employment letter or entering into a contract: For the purposes of processing job applications, from the point at which we receive your application for employment with TechnoServe, we will need to maintain and process data about you for the purposes of reaching and communicating a recruitment decision and making of an offer of employment if appropriate. The data collected includes your application details, employment history and interview notes where relevant.

Such data is normally retained for seven years following completion of our recruitment processes in the event of an offer of employment not being made.

YOUR RIGHTS UNDER THE GDPR

You may, within a period of thirty days of your written request, have a copy of information we hold about you and, if necessary, require corrections should such records be faulty. Your rights also include the right to erasure (sometimes known as the right to be forgotten) and the Right to object to or restrict processing.

CONTACT US

You can write to us at the following address:

TechnoServe
INTERNATIONAL HEADQUARTERS
1777 N Kent Street, Suite 1100
Arlington, VA 22209

The Data Protection Officer is Jeff Chrisfield, CFO at: dpo@tns.org or jchrisfield@tns.org.

Our full privacy statement can be accessed https://www.technoserve.org/privacy-policy/