

# CANDIDATE INFORMATION PACK

World Cancer Research Fund International



Head of Research Interpretation

Closing date: 5pm, 1<sup>st</sup> July 2024

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For more information about the organisation please visit our website: [www.wcrf.org](http://www.wcrf.org)

# WELCOME

World Cancer Research Fund International is a leading authority on cancer prevention through diet, weight and physical activity. We commission and interpret research, lead and unify a network of cancer charities with a global reach, influence policy at the highest level, and are trusted advisors to governments and other official bodies from around the world.

Our network of cancer prevention charities are based in the United States, UK, Netherlands and Hong Kong.

To meet our vision of living in a world where no one develops a preventable cancer, we need high quality and motivated employees from a mix of backgrounds and with a range of skills and experiences. In return, we aim to offer the best possible working environment for people so that talent is nurtured and developed.

Within this candidate pack you will find additional information about the role you are applying for and the benefits we offer.

To apply for this role, please complete and submit a CV, covering letter (maximum 2 pages) and the attached equal opportunities form. If you have any queries please contact Human Resources at [hr@wcrf.org](mailto:hr@wcrf.org) or visit our website at [www.wcrf.org](http://www.wcrf.org).

On behalf of World Cancer Research Fund International we thank you for your interest in helping to prevent cancer and wish you the best of luck with your application.

Best wishes,  
Human Resources

# VALUES



## EVIDENCE BASED

We are an authority on lifestyle related cancer research - continuously learning and evaluating, so that we can deliver excellent outcomes.



## INCLUSIVE

Everyone counts - we value, respect and trust each other.



## INFLUENTIAL

We are collaborative, engaged and focused on maximising impact in all that we do.



## INNOVATIVE

We are curious and creative; evolving and exploring so we can deliver solutions that make a real difference.



## EMPOWERING

We make every day meaningful, building and sharing our knowledge and allowing our passion to shine through.

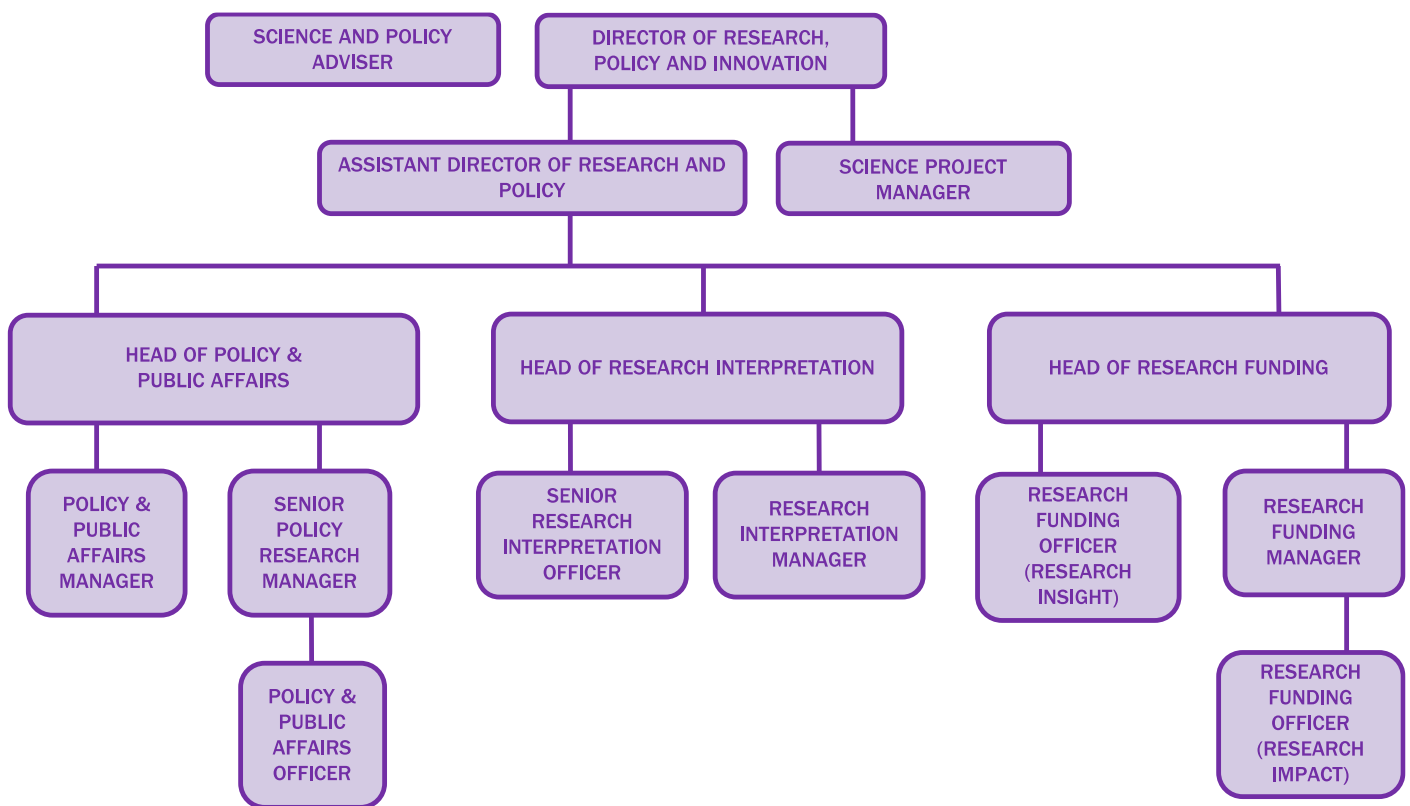
# ABOUT THE ROLE

We are seeking a Head of Research Interpretation who will be responsible for managing the delivery of the Global Cancer Update Programme (CUP Global). You will chair the CUP Global Secretariat and also provide support to the Assistant Director of Research and Policy and the Director of Research, Policy and Innovation in the oversight and strategic direction of the programme of work. You will also contribute to other projects such as ensuring that the WCRF network has the latest global cancer statistics, including new estimates of the preventability of cancer.

## Who you will be working with:

You will be working principally with World Cancer Research Fund International's Research Interpretation team, who manage CUP Global and ensure that information on cancer statistics is up to date. You will also interact with the Research Funding team and with other departments within the WCRF London office and the WCRF network as a whole.

## World Cancer Research Fund International's Science and Policy & Public Affairs Dept



## What we are looking for:

- PhD degree in relevant subject (such as nutrition, cancer, epidemiology, public health)
- Postdoctoral experience in a research environment in a relevant area (as above), ideally at least 2 years
- Strong understanding of evidence synthesis and epidemiology as applied to nutrition and/or cancer
- Experience of direct line management and developing staff (outside of student supervision)
- Demonstrable experience of conducting, or using the outputs of, research in public health contexts



# JOB DESCRIPTION

Job title	Head of Research Interpretation
Department	Science and Research
Reporting to	Assistant Director of Research and Policy
Responsible for	Research Interpretation Manager, Senior Research Interpretation Officer
Contract	Permanent
Location	London N1
Hours	37.5 hrs per week – full time We're a hybrid working employer, meaning you're required to come into the office 2 days per week, currently Tuesday and Wednesday or Thursday
Salary	FTE: £50,000 - £55,000 per annum, plus benefits

## Department description

Our vision is to see a world where no one develops a preventable cancer. To help achieve this, we fund and interpret research into how to prevent and survive cancer through diet, nutrition and physical activity and translate this through into the area of policy action.

The Research department comprises two main areas – Research Funding and Research Interpretation.

Research Funding includes:

- **Research grant programme (regular, special and innovation grants)** - stimulating and supporting high quality research on the effects of diet, nutrition and physical activity on cancer prevention and survival.
- **Academy programme** - developing future leaders in the field.
- **Conference programme** - disseminating our work and reaching a wide audience
- **Hong Kong presence** – delivering our science work on the ground in Hong Kong and the wider region through dedicated HK Ambassadors (local senior scientists)
- **Inspire**- supporting research for early career scientists
- **Research Collaborations in the UK (at the University of Southampton) and the Netherlands**

Research Interpretation includes:

- **Global Cancer Update Programme (CUP Global)** – analyses the evidence linking diet, nutrition and physical activity to cancer prevention and survival, enabling an independent Panel to make conclusions and recommendations.
- **Global cancer statistics** - including developing estimates of how much cancer could be prevented through a healthy diet and weight and being physically active.

The Science and Research Department partners with like-minded organisations and takes part in key national and international initiatives and collaborations to help achieve our goals and reach a broader audience. The Department also provides strategic direction and support for science-related activities throughout the network and interacts with other Directorates in the UK and the rest of the network to provide scientific advice and support for national activities.

## Main purpose of the role

The Global Cancer Update Programme (CUP Global) analyses global cancer prevention and survival research linked to diet, nutrition, physical activity and body weight and is a unique evidence-based resource that plays a key role in advancing knowledge about preventable cancers. CUP Global is carried out in liaison with Imperial College London and other external collaborators. Expert input into

the work is through the Expert Panel and four Expert Committees (covering the four main work areas in CUP Global - cancer incidence, cancer survivors, cancer mechanisms, obesity).

The project underpins our current WCRF Cancer Prevention Recommendations and is central to WCRF International and the WCRF network. Knowledge from CUP Global feeds into the WCRF International Grant Programme (and vice versa) and ensures that network materials (e.g. in health information and communications) are based on the latest information. CUP Global is unique to WCRF and essential to our global reputation, providing an important service to research and policy communities.

From 2008-2018, the programme collected, analysed and judged the global evidence on how diet, nutrition (including body composition) and physical activity are linked to cancer, culminating in the publication of the Third Expert Report. The key components of CUP Global have been:

- Providing an up-to-date analysis of the evidence linking diet, nutrition and physical activity to risk of, and survival from, cancer (through systematic literature reviews)
- Providing expert judgement on that evidence including the likelihood that particular exposures are related to cancer outcomes (through CUP Global reports)
- Providing authoritative expert guidance on how best to reduce risk of cancer and improve outcomes after diagnosis (through our Cancer Prevention Recommendations, last updated in our Third Expert Report in 2018)

The consistency of our Cancer Prevention Recommendations across our First (1997), Second (2007), and Third Expert Reports reflects the stability of the overall global evidence over three decades. This provides an exceptional foundation for CUP Global to evolve further, taking advantage of the latest scientific developments to make an even greater contribution to elevating the quality, insights and impact of research into the role of diet, nutrition, physical activity and cancer risk and survival.

A new phase of the work was initiated in 2022 and some of the key considerations for the work include:

- Expanding our work on cancer survivors, including assessing the evidence on the role of diet, body fatness and physical activity on outcomes (medical and quality of life) for breast and colorectal cancer survivors (in the first instance)
- Identifying relevant areas that will keep CUP Global novel and incorporate new developments in the field
- Continuing to provide the best possible estimates of risk/benefit related to pertinent exposures and outcomes

The main purpose of the role is having responsibility for managing the delivery of CUP Global. They will chair the CUP Global Secretariat and also provide support to the Assistant Director of Research and Policy and the Director of Research, Policy and Innovation in the oversight and strategic direction of the programme of work. As part of the senior management team in our London office they will serve as a link between the CUP Global and other departments such as Policy and Public Affairs, Health Information and Fundraising. An important aspect of the role is providing information and advice to the national charity members of the WCRF network (in the UK, the Netherlands and the US).

The postholder will work closely with the Head of Research Funding on AMRC principles and guidelines and with the Science Project Manager for overall cohesiveness between the two teams within the Science and Research Department.

The post holder will act as a spokesperson on science-related media activities, working closely with colleagues in the Communications Department to determine how to best utilise the science and media aspects of CUP Global work to promote and communicate the science to a range of audiences, including the public, health professionals, policy makers and scientists.

The Head of Research Interpretation reports to the Assistant Director of Research and Policy and is responsible for two direct reports:

- Research Interpretation Manager
- Senior Research Interpretation Officer

The Head of Research Interpretation will be part of the senior management team in our London office and will work closely with the other members of the Science and Research Department as outlined above.

## Main duties and responsibilities

<b>A CUP Global – overall management and work</b>	
1	Work closely with the Assistant Director of Research and Policy and the Science Project Manager to lead the implementation of the CUP Global strategy
2	Develop and manage timelines bringing together and aligning the various work areas of this complex project, working with the science project manager as appropriate
3	Maintain oversight of the projects, intervening as required to keep projects on track according to timelines
4	As Head of the Secretariat, manage all day to day aspects of the CUP Global process (including liaising regarding budgetary and contractual issues), working closely with the CUP Global collaborators and team at Imperial College London
5	Manage all aspects of monthly Secretariat meetings, and weekly interim CUP Global meetings, chairing the meetings
6	Manage the delivery of Expert Committee and Panel meetings, working closely with the Science Project Manager and Secretariat (and Operations team as needed), and be the key person bringing all aspects of meetings together to ensuring their smooth running. This includes attending in person to oversee the delivery of CUP Global face-to-face meetings
7	Lead the development of draft evidence conclusions from systematic reviews undertaken by collaborators (this complex task involves reviewing and interpreting the findings from expansive systematic reviews of epidemiological data and biological mechanisms and supporting the team in their contributions to this aspect of the work)
8	Manage a robust review process to check scientific content and proofread outputs from CUP Global
9	Oversee/prepare scientific papers and other documentation for internal and external meetings
10	Oversee monitoring of the impact of CUP Global, working closely with the Research Funding team, e.g. journal article citations, citations in global reports
11	Work closely with the Head of Research Funding and the Science Project Manager on AMRC principles and guidelines
12	Work with other departments within the London office including Policy and Public Affairs, Health Information, Fundraising and Communications to ensure that information from CUP Global is used appropriately and serves to promote CUP Global and the WCRF network
13	Work with WCRF UK Fundraising team to help secure funds to support CUP Global
<b>B CUP Global – working with collaborators</b>	
1	Build and maintain excellent professional relationships with collaborators, CUP Global Panel members, Expert Committee members and other relevant external organisations and individuals
2	Liaise with the team at Imperial College London (working closely with the team and their project manager) to ensure work on reviewing the evidence for cancer survivors (and other work as it develops) is progressing satisfactorily, providing scientific input where required
3	Work closely with the Secretariat to prepare and oversee all aspects of the work in the run up to Expert Committee meetings and Panel meetings; including ensuring timely receipt of reviews from collaborators, preparing draft evidence conclusions documents, managing the feedback process, working with Chairs to prepare agendas, working with collaborators and others to prepare presentations, overseeing the preparation of all materials/resources required for meetings, working with the operations team on the logistical aspects of the meetings (when in person)
4	Liaise with CUP Global Panel members and Expert Committee members, and consultants as necessary
<b>C CUP Global – promotion</b>	
1	Contribute to the communication of CUP Global findings, both internally within WCRF and also externally to stakeholders

2	Oversee the development process for journal publications from CUP Global outputs, working closely with relevant academic collaborators to ensure timelines align and to maximise exposure
3	Ensure that regular outputs from CUP Global are produced and available on the WCRF International website. Includes developing scientific summaries, contributing to writing reports and journal articles, and working with the Comms team, CUP Global Secretariat and Science Project Manager as required
4	Work with the Comms team, and Assistant Director and science project manager as appropriate, over the development of press releases, providing scientific support as required
5	Contribute to the WCRF presence at international conferences and other activities and events, working closely with the Assistant Director and Science Project Manager. This includes attending conferences/ meetings in person as required
6	Contribute to the Conference Programme by reviewing proposals, abstracts, posters and slides
7	Act as a spokesperson for WCRF International on CUP Global related work and other scientific issues, including undertaking media work such as radio interviews
8	Contribute to strategic partnerships with key organisations to enhance the reach and scope of CUP Global
<b>D</b>	<b>Other projects</b>
1	Work with the Communications department to ensure that up to date statistics are available on the WCRF International website
2	Oversee the development of cancer statistics including new estimates of preventability of cancer, working closely with the rest of the Research Interpretation team
<b>E</b>	<b>Line management</b>
1	Lead, motivate, support and manage two direct reports, including ongoing development, review and management of performance
2	Oversee direct interaction with WCRF scientific consultants and students as applicable, being responsible for providing regular support and supervision for students as required
<b>F</b>	<b>Other duties</b>
1	Contribute to the wider requirements of the WCRF network by attending external meetings on behalf of WCRF International and drafting papers for consideration by senior executives
2	Collaborate with the Science Project Manager to ensure that they are able to coordinate timelines and cross-departmental work to support the work of the Research Interpretation team. The postholder will also work with the Director of Research, Policy and Innovation and the Assistant Director of Research and Policy to support the Department's activities as needed
3	Actively participate in senior internal management and other meetings, e.g. London Office Managers' meetings, chairing meetings and taking notes as required
4	Provide scientific support to other organisations in the WCRF network
5	Contribute and develop first drafts of Board reports, updates for the network countries and documentation for Council meetings as it relates to work of the Research Interpretation team
6	Review fundraising materials, checking scientific accuracy
7	Oversee responses to external email queries when required
8	Ensure all actions undertaken comply with the current General Data Protection Regulations (GDPR 2018)
9	Any other duties as required

Please note: While the main duties of this role involve working on WCRF International projects, the role is contracted to, and is paid by, WCRF.



# PERSON SPECIFICATION

The person specification describes the specific experience, knowledge, skills, qualifications and attributes that are needed for the job.

<b>Experience</b>	Postdoctoral experience in a research environment, in a relevant area (eg nutrition, cancer, epidemiology, public health), ideally at least 2 years
	Demonstrable strong understanding of epidemiology as applied to nutrition and/or cancer
	Demonstrable line management experience (this should be direct line management, outside of student supervision)
	Demonstrable experience of conducting, or using the outputs of, research in public health contexts
	Demonstrable strong understanding of evidence synthesis and proven experience in systematic reviews and meta-analysis
	Experience of participating in and contributing to scientific committees and high-level scientific meetings (which have public health implications)
	Proven publication record of scientific papers and experience presenting to scientific audiences
	Demonstrable experience of coordinating complex scientific projects, with an understanding of how to bring different aspects of science together
	Experience of successful project management and evaluation
	Experience of budget planning and monitoring
	Demonstrable experience of working in a busy environment, effectively managing multiple projects at any one time
<b>Knowledge and technical skills</b>	Excellent writing, editing and proofing skills
	Good analytical and evaluation skills, with excellent attention to detail
	Ability to keep up to date on relevant science and policy-related national government and international initiatives and guidelines
	Ability to perform moderately complex tasks using popular software packages such as Excel, Word, PowerPoint and including databases
	Ability to think strategically and convert strategy into tactical plans, while managing multiple activities requiring attention to detail
<b>Personal attributes</b>	Ability to inspire and lead others to follow through on plans, work collaboratively with peers as part of a senior team
	Ability to bring teams together to get the best outcomes for the work
	Ability to project manage a series of ongoing activities, demonstrating patience, perseverance and resilience when faced with setbacks and problems
	Ability to convey complex ideas in a compelling manner, using a variety of methods to persuade the listener and win support and understanding
	Ability to manage conflicting priorities effectively and accurately, anticipating problems and identifying solutions

	Ability to negotiate, influence, foster and develop strong working relationships within and outside the organisation
	Excellent communication skills, with the ability to communicate effectively and creatively, both verbally and in writing
	Ability to respond sensitively, diplomatically and constructively to difficult situations demonstrating patience and perseverance at all times
	Ability to develop and maintain effective working relationships both within own team and across the wider organisation
	A demonstrated self-motivated, proactive and results orientated approach to work
	Ability to approach work in a flexible way to meet changing needs, being able to make decisions quickly and remain calm in pressured situations
	An interest and commitment to healthy living, health promotion and health-related organisations and nutrition/cancer
<b>Education and qualifications</b>	PhD degree in relevant subject (eg nutrition, cancer, epidemiology, public health)

# TERMS & CONDITIONS

## Salaries

World Cancer Research Fund (WCRF) operates a fair and transparent pay policy. We always ensure a salary range is listed on all of our job adverts and we benchmark the salaries for all our roles every 2/3 years to ensure we are paying fairly within market norms.

Staff salaries are paid into bank accounts once a month on the 26th of each month.

## Hybrid Working

We are currently operating hybrid working for all staff across the organisation. The office is open 3 days a week (Tues, Wed and Thurs) and full-time staff are required to be in the office at least 2 of these days each week, Tuesday and Wednesday or Thursday.

## Flexi-time scheme

A flexi-time scheme is in operation across the organisation. The daily requirement is to work 7.5 hours. Staff also need to take a lunch break of at least 30 minutes (staff can take up to a maximum of 2 hours for lunch). The core hours are 10.00am–4.00pm, Monday to Friday when all employees must be present. Employees may arrive for work between 8.00am and 10.00am and leave between 4.00pm and 7.00pm. The daily minimum hourly requirement of 7.5 working hours per day plus lunch must be met; any extra time cannot be "rolled over" or "banked".

## Annual leave

Our annual leave year runs from 1 October to 30 September. Annual entitlement for full-time staff is in relation to length of service:

- Less than 1 year of continuous service at the beginning of a holiday year: 25 days (pro-rated to your start date)
- 1 year or more of continuous service at the beginning of a holiday year: 26 days
- 3 years or more of continuous service at the beginning of a holiday year: 28 days
- 5 years or more of continuous service at the beginning of a holiday year: 30 days

The WCRF office is closed from the last working day before Christmas until the first working day after the New Year. Staff are required to take the three working days between Christmas and New Year as annual leave.

## Sick leave

For full-time staff, we allow up to 20 days sick leave in any rolling year without deducting pay. This allowance increases to 25 days sick leave plus 40 days half-pay after one years' service.

## Pension plan

We contribute into an approved pension scheme, which is administered by Standard Life. Employees will be auto-enrolled into the scheme after 3 months and will contribute a minimum of 5% of their salary each month. WCRF will match the employee's contributions of up to 5% of the employee's salary each month.

We also offer staff the option to switch their pension to a salary sacrifice arrangement on request.

## Private healthcare

We offer private healthcare for employees, which gives all employees access to private healthcare (hospital and outpatient care) by referral from NHS. You are eligible to join the scheme after successful completion of the probationary period.

## Dental cover scheme

We offer all employees a contribution to their dental expenses by allowing employees to opt in to a dental cover scheme. You are eligible to join the scheme after successful completion of the probationary period.

## **Life assurance and income protection**

We cover all employees from their first day of employment and provide cover, which is equal to 4 x the individual's salary on death while employed alongside critical illness cover.

## **Permanent Health Insurance (PHI) scheme**

All permanent members of staff, up to the age of 65, whose normal hours of work are at least 15 per week, are covered by the organisation's Permanent Health Insurance (PHI) Scheme, at no cost to employees.

PHI is intended to provide income protection in the event of long-term illness or disability. The scheme provides an income replacement of up to 50% of the basic annual salary after a waiting period of 26 weeks, starting from the date a disability commences.

## **Season ticket loan scheme**

Employees can take advantage of an interest free loan for a purchase of an annual travel ticket. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

## **Cycle to work scheme**

Employees can take advantage of an interest free loan for a purchase of a tax-free bike or accessories. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

The WCRF office also offers secure, lockable, storage for your bike and there are showers available within the office.

## **Employee assistance programme**

All employees, and their families, have access to a 24-hour confidential advice and support line. This service offers access to trained advisers and counsellors from The British Association for Counselling and Psychotherapy (BACP) who can offer advice on a range of issues, including financial and debt concerns, legal information, relationship or family worries, bereavement, stress, anxiety and other emotional issues. If appropriate you may also be referred for up to eight sessions of face-to-face counselling.

## **Mental Health and Wellbeing**

We run a Mental Health Champions scheme that staff can volunteer to be a part of. Our Mental Health Champions are sent on an accredited Mental Health Training Course and are then available to offer help to any staff member experiencing a mental health problem; guiding them to access appropriate professional help. They also work in collaboration with the organisation to promote wellbeing and encourage a culture where mental health can be discussed openly.

## **Flu Vaccinations**

We offer staff the chance to receive a free flu vaccination each year. This is either at the WCRF office, where a trained nurse will be arranged who will administer the vaccine onsite, or by providing a voucher to enable them to receive the vaccine at a participating pharmacy of their choice.

## **Christmas and Summer Parties**

We hold two annual parties, in the Summer and at Christmas, paid for by the organisation, for staff to come together outside of work and have fun!

## **Dog Friendly Office**

Staff have the opportunity to bring their dog into the office one day per week (Wednesdays) subject to WCRF guidelines.

## **Training and Development**

WCRF are committed to enabling professional development and all staff are encouraged to regularly

discuss training and development. In addition, there is an annual appraisal process in place during which individual needs are formally discussed and identified.

We also offer payment for job-related professional subscriptions and fees (subject to WCRF guidelines), opportunities to attend international conferences on behalf of the organization, and study leave and sabbatical leave policies.

### **Probationary period and notice period**

The post-holder is subject to a 6-month probation period during which 2 weeks' notice on either part will apply. Following successful completion of the probationary period the post-holder will be on a 3 month notice period.



# HOW TO APPLY

## Recruitment timetable

Closing date for applications:	5pm, 1 <sup>st</sup> July 2024
First interviews:	15 <sup>th</sup> -19 <sup>th</sup> July 2024
Second interviews:	w/c 22 <sup>nd</sup> July 2024

## To apply

You can apply for this vacancy by submitting:

- a CV
- a covering letter (maximum two pages)
- a completed Equal Opportunities Monitoring Form (optional)
- a response to the following question (maximum 300 words)

*This role involves managing complex projects and bringing together multiple elements of science. Using an example of a multi-stakeholder project you have been responsible for managing, please describe in no more than 300 words how you aligned the science from different disciplines (including stakeholders from within and outside academia) so that there was a unified vision of the work.*

Your covering letter should provide specific examples of past achievements to demonstrate how you meet each criterion of the Person Specification and should also highlight how your skills and experience would benefit World Cancer Research Fund.

Your CV, covering letter, question response and completed Equal Opportunities Monitoring Form can be submitted by email or post:

**E-mail:** hr@wcrf.org

**Address:** Human Resources  
World Cancer Research Fund  
140 Pentonville Road  
London N1 9FW  
UK

**Phone:** 020 7343 4200

**If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.**

# EQUAL OPPORTUNITY MONITORING FORM

World Cancer Research Fund is committed to equal opportunities for all. Please help us monitor the effectiveness of our Equal Opportunity Policy by completing and returning this form. This will be separated from your application prior to assessment and used solely for statistical purposes.

Post applied for:	
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Please tick the appropriate boxes below:

## GENDER

Male		Female	
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## DISABILITY

World Cancer Research Fund welcomes applications from people with disabilities. The Disability Discrimination Act 1995 describes a disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities. Having read this definition, do you consider yourself to have a disability?

Yes		No	
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## ETHNIC GROUP

The categories indicated below are those recommended for use by the Commission for Racial Equality.

How would you best describe your ethnic origin?

Bangladeshi		Indian	
Black – African		Irish	
Black – Caribbean		Pakistani	
Black – Other (please specify)		White	
Chinese		Other (please specify)	

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## NATIONALITY

UK	
Other (please specify)	

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Thank you for answering these questions.

# JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, WCRF collects and processes personal data relating to job applicants. WCRF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. WCRF collects a range of data about you which will include:

- Your name and contact details (including email address and telephone numbers);
- Details of your skills, qualifications, experience and employment history;
- Details regarding your current levels of remuneration and any work benefits entitlements
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- Information regarding your right to work in the UK and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

This information will be collected from your CV and/or cover letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal records checks as applicable.

## HOW WE HANDLE THE DATA THAT IS SUBMITTED BY YOU

This data will be stored in an electronic format (including email) on our internal IT systems and also on paper within our HR Department. Your information may be shared internally for recruitment purposes with our recruiting managers, HR and IT team strictly for decision making purposes. **We do not share your data with any third parties.**

## WHY WE PROCESS PERSONAL DATA

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during the recruitment process to ensure that we make and keep records of the process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer the roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

## DISCLOSURE OF YOUR INFORMATION

WCRF may transfer your data outside of the European Economic Area. However, your data will be protected as well as it would be in the EEA. Internally we will protect your data through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused, and is not accessed by our employees except in the proper performance of their duties.

## DATA RETENTION

We will retain your personal data for a period of 1 year after we have communicated to you our decision about whether to appoint you to the role. We retain the information for that period so that we can show, in the event of a legal claim that we have not discriminated against candidates on prohibited grounds that we have conducted the recruitment process in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with the applicable laws and regulations

If your application is unsuccessful, we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing.

## WHAT IF YOU DO NOT PROVIDE PERSONAL DATA

You are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.

### **AUTOMATED DECISION-MAKING**

Our recruitment process is not based on automated decision making and as such you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

### **DATA PROTECTION LEGISLATION (YOUR RIGHTS)**

As a data subject, you have a number of rights including:

- Access to your data on request
- Require us to stop processing your data on demand
- Requires us to delete your data on demand
- To change any incorrect or incomplete data we hold on you
- Request the transfer of your personal data to another party

If you would like to exercise any of these rights or have any queries with the privacy notice, please contact:  
The HR Director, WCRF, 140 Pentonville Road, London N1 9FW.