



PRIVACY STATEMENT for Prospective, Current and Former Employees

Introduction

CIPS is the data controller for the personal information described in this Privacy Statement. Our registered address is:

WestPoint, Lynch Wood, Peterborough, PE2 6FZ United Kingdom.

This Privacy Statement explains how we collect, use, store, and protect personal data relating to individuals who apply for, work for, or have previously worked for CIPS. It applies to personal data provided directly by you, collected automatically, or obtained from third parties, whether held electronically or in hard copy.

We are committed to handling personal data lawfully, fairly, and transparently in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We will only collect and use personal data where it is necessary to manage the recruitment process, the employment relationship, and our legal and operational responsibilities as an employer.

Personal data we collect

As a prospective employee, we may collect and hold:

- your name and date of birth
- addresses (home and work), contact email addresses and contact telephone numbers (home, work and mobile)
- employment status and career details – current and/or former employment/description of role(s)/employer(s)/start & end dates.
- qualifications and experience
- information needed to conduct pre-employment checks, such as references and your right to work, and any records produced during such processing.
- any additional information that you volunteer as part of your application or that is produced as part of the recruitment process (such as decisions made concerning your application)

As a current employee, during your employment we may also collect:

- information needed for equal opportunities monitoring.

- provision of payroll (including changes to your tax codes), benefits and expenses.
- information needed to meet your work-based requirements (such as changes identified from occupational health assessments)
- information regarding your emergency contacts and next of kin
- records produced during your employment with CIPS – including:
 - Attendance, annual leave, sickness and other absences (such as m/paternity or compassionate leave),
 - pension contributions,
 - communications to or about you (such as providing relevant third parties with confirmation of your salary)
 - workplace accidents,
 - training records, appraisals, other performance measures, and, where appropriate, disciplinary and grievance records

Former employees:

After your employment ends, we may retain and use information relating to:

- References provided about your employment
- Pension administration
- Workplace accidents or incidents that occurred during your employment

Special category data

We may process special category personal data where necessary, including information relating to health, disability, race or ethnic origin, sexual orientation, and equality and diversity monitoring.

How we collect your information

We collect information from you during the recruitment process and during your employment with CIPS. In addition, we may also collect information about you from third parties such as, recruitment agencies (including head-hunters), your referees and relevant government agencies where permitted by law.

How we use your information

Recruitment

We use applicant information to:

- Assess suitability for roles
- Communicate with you during the recruitment process
- Carry out pre-employment checks

Where you are unsuccessful or there is no current vacancy, we may retain your CV to contact you about future opportunities, unless you ask us not to do so.

Employment

We use employee information to:

- Administer payroll, pensions, benefits, and expenses
- Manage performance, training, development, and career progression
- Monitor attendance and manage absence
- Provide access to systems, premises, and equipment
- Ensure health, safety, welfare, and reasonable workplace adjustments
- Protect the security of our premises, systems, and information
- Manage disciplinary matters, grievances, and workplace disputes

Legal and regulatory obligations

We process personal data as required to comply with legal obligations, including employment law, health and safety law, equality legislation, and tax requirements.

Former employees

We use personal data after employment ends for:

- Providing employment references
- Pension administration
- Retaining records required for legal, regulatory, or insurance purposes

Monitoring

We may monitor the use of our systems, equipment, and premises to ensure security, prevent unauthorised use, protect confidential information, and comply with legal obligations. Any monitoring is carried out in a proportionate manner and in accordance with applicable laws and internal policies.

Who we share your information with:

Your information may be shared with:

- Recruitment agencies and pre-employment screening providers
- Payroll, pension, benefits, and occupational health providers
- External training and professional development providers
- Line managers and relevant internal teams
- Service providers and suppliers where necessary for your role
- Government bodies and regulators where required by law
- Third parties requesting references or employment verification
- All third parties are required to handle personal data securely and lawfully.

Our lawful bases for processing your information

We will only use your personal information where one of the following applies:

- **Contractual necessity** – where processing is required to enter into or perform an employment contract

- **Legal obligation** – where required to comply with employment, tax, or regulatory law
- **Legitimate interests** – where processing is necessary for managing our workforce and protecting our organisation, provided your rights and freedoms are not overridden
- **Consent** – only where required by law and where consent can be freely given; you may withdraw consent at any time

Where we process special category data, we do so in accordance with Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018, for example to meet employment law obligations, provide occupational health support, or monitor equality and diversity.

How long we hold your Information for

- **Unsuccessful applicants:** we will retain your information on file for one year after the recruitment process ends.
- **Employees:** personnel files are retained for six years plus the current financial year after employment ends
- **Pension records:** retained for as long as necessary to administer pension benefits and meet legal requirements
- **Health and safety records:** retained in line with statutory limitation periods

Where your Information is stored

Personal data is stored securely in the UK, including on CIPS-managed servers and secure cloud-based systems. Access is restricted to authorised personnel only. Paper records are stored securely in accordance with internal policies.

Where any data is transferred outside the UK, appropriate safeguards will be applied in accordance with UK GDPR.

Your rights in controlling your personal information

You can ask us to make changes in how your data is handled and we will respond promptly should a request be made. You have the following rights over the personal data about you that we are holding and processing:

Right to be informed. This Statement provides you with information in relation to how your data is processed. This ensures that we are transparent about what we will do with the information you supply to us.

Right of access. You may request details of personal information which we hold about you under the Data Protection Act 2018 and the General Data Protection Regulation, referred to as a Subject Access Request.

Right to request correction of inaccurate or incomplete data. If you believe that any information, we are holding on you is incorrect or incomplete, please notify the HR department.

Right to erasure. In certain circumstances, you may ask us to delete information about you and stop processing or publishing it (often called the Right to be Forgotten). There may be restrictions as to how we can manage this based on our legal requirements.

Right to object to the processing that is likely to cause you damage or distress. Where you challenge the accuracy or lawful processing of your information, we will consider this.

Right to receive an electronic copy of any information you have consented to us holding known as data portability. You can ask us to provide the personal data about you we hold, securely and in a machine-readable format, so it can be moved, copied or transferred to be used across different services or for you to give to another organisation.

Rights related to automated decision making. If there is additional profiling based on the information we hold, then you can object to us making decisions about you based on such processing.

Complaints

If you have any questions or concerns about how your personal data is handled, you can contact our Data Protection Officer at:

Email: dataprotection@cips.org

If you are not satisfied with our response, you have the right to make a complaint to the Information Commissioner's Office (ICO)

Updates to This Statement

We keep this Privacy Statement under regular review and may update it from time to time. Significant changes will be communicated appropriately.

Privacy Statement last reviewed:

May 2026