World Scout Foundation

Staff Recruitment Privacy Notice

1. Who we are

The World Scout Foundation (WSF) is responsible for your personal data in this recruitment. We are a foundation under Swiss law. Our registered office is at Rue Henri-Christiné 5, 1205 Geneva, Switzerland.

You can contact us about your data at recruitment@worldscoutfoundation.org.

2. What this notice covers

This notice explains how we handle the personal data of people who apply for the role of Manager, Institutional Giving & Partnerships. It applies from the moment you send us your application until we delete it.

You apply by email to recruitment@worldscoutfoundation.org. We advertise the role on LinkedIn, JobCloud (jobs.ch and jobup.ch), Kampa Jobs and cinfo.ch. These platforms have their own privacy policies for what you do on their sites. This notice covers only the data that reaches us.

This notice sits alongside our general privacy policy.

3. What personal data we collect

- **Your application.** Your name, email address, CV, cover letter and anything else you choose to send.
- **Your answers to our questions.** Whether you hold Swiss or EU/EFTA work authorisation, whether you are fluent in English, when you could start (including your notice period), whether you are based in Switzerland, and where you saw the role.
- **What we learn during the process.** Notes from calls and interviews, your case exercise, and our assessments and scores. If we use a digital literacy assessment, its results.
- **References (finalists only).** Information from referees you name, after we have told you.
- **Eligibility documents (successful candidate only).** Proof of your right to work in Switzerland.

Please do not send us information about your health, religion, ethnic origin, political views or similar. We do not need it and do not ask for it. You may leave out your photograph, date of birth, nationality and marital status.

4. Why we use your data, and our legal basis

We use your data to decide whom to interview and whom to appoint, and to prepare an offer for the successful candidate. We also use your answer about where you saw the role to learn which advertising channels work. We do not use your data for marketing.

Under the Swiss Federal Act on Data Protection, we may process applicant data to the extent it concerns your suitability for the job (Article 328b of the Swiss Code of Obligations). Under the General Data Protection Regulation (GDPR), our legal bases are:

- steps taken at your request before a possible contract (Article 6(1)(b)); and
- our legitimate interest in a fair, efficient and well-documented recruitment (Article 6(1)(f)).

5. How we use AI

People make every decision in this recruitment. We use an AI assistant, Claude, provided by Anthropic, to help us handle applications. It does three things:

- It organises your documents and answers into one file.
- It checks your answers against our requirements (work authorisation, English, availability and location) and flags answers that are missing.
- It prepares a first assessment of your application against the criteria published in the job advert, with a score and the evidence behind it.

The AI assistant does not take into account your age, gender, ethnic origin or photograph. It does not decide who is interviewed, who is rejected or who is hired. WSF staff review every assessment and take every decision. Nobody is rejected because of an AI output alone.

You can ask for your application to be reviewed by people only. Write to recruitment@worldscoutfoundation.org. This will not count against you.

6. Who sees your data

Inside WSF, access is limited to the people running the recruitment: the recruitment lead, the Director of Philanthropy, the Deputy CEO and the CEO.

Two colleagues from the World Organization of the Scout Movement (WOSM) take part: the Global Director, External Relations, Partnerships and Business Development, who sits on the interview panel, and the Secretary General, who joins the final interview. They see the files of shortlisted candidates only, for a limited time, and are bound by confidentiality.

We also use service providers that process data on our behalf:

- Microsoft, for email, SharePoint file storage and workflow automation.
- Anthropic, for the AI assistant described above.

They may use your data only under contract and on our instructions. We do not sell your data. We share it with others only if the law requires us to.

7. How long we keep your data

We keep your application data until 90 days after we appoint the successful candidate. Then we delete it permanently from our email, file storage and AI assistant records.

The successful candidate's application becomes part of their personnel file, which follows our employment rules. If we need your data to deal with a legal claim, we keep it until the claim is settled.

8. How we protect your data

We store your application in a restricted SharePoint site. Only the people named in section 6 can open it. Data is encrypted in transit and at rest. Everyone with access is bound by confidentiality. When we delete data, we do it securely so that it cannot be recovered. If a data breach puts your rights at risk, we report it to the authorities as the law requires.

9. Your rights

You have the right to:

- ask what data we hold about you and receive a copy;
- have wrong data corrected;
- ask us to delete your data or restrict how we use it;
- object to our use of your data;
- receive the data you gave us in a portable format; and
- ask for a human-only review of your application (section 5).

To use a right, email recruitment@worldscoutfoundation.org. We reply within 30 days. We may ask you to confirm your identity first.

If you are unhappy with how we handle your data, please tell us first. You can also complain to the Swiss Federal Data Protection and Information Commissioner (FDPIC) at edoeb.admin.ch or, if you live in the European Union, to your local data protection authority.

10. If you do not give us your data, and changes to this notice

You do not have to answer our questions. But we need your CV, your letter and your answers to assess your application. Without them, we cannot consider it.

We may update this notice. The version linked in the job advert is always the current one.

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