

Thank you for your interest in working at AWO. This application guide contains information about who we are and what we do, how to apply for a role at AWO and the recruitment process we undertake.

### About Us

AWO is a new data rights agency.

Our lawyers, policy experts, technology analysts and applied ethicists work globally to shape, apply and enforce standards in the spaces where data, technology, law and policy meet. We have provided litigation and legal services, consultancy and public policy development to the UN, EU, ICRC, think tanks, governments, universities, businesses and private individuals.

Our team have worked on high-profile cases such as the successful prosecution of Cambridge Analytica and Brave's AdTech case against Google.

We balance our commercial practice with giving those less-resourced a voice.

### Our Process

AWO aims to make the recruitment process as fair and transparent as possible. We operate an open recruitment process using the Applied recruitment system, anonymously testing skills and ability for the role rather than background. This helps mitigate against unconscious bias in the selection process, and we hope, provides a positive candidate experience.

AWO post all vacant roles on our website: [www.awo.agency](http://www.awo.agency) For all vacant roles, a Job Purpose, a Job Description and a Person Specification will be provided. We hope this provides enough information about the role when making your application.

A link from the AWO website will take you to the Applied system where you will be able to apply for the vacant role using an open recruitment process.

Our system enables us to review candidates based on the skills we need in the role through application questions, as opposed to a traditional CV and covering letter. Applicants' responses will be anonymised (or 'blind') so the assessment panel will review their answers without visibility of name, gender, ethnicity, age etc. From our review of the answers given to the application questions we then score them and provide an initial shortlist.

When answering the assessment question in Applied, please make sure to take time to structure your answer and check your spelling and grammar. We are not only assessing your content but the structure and presentation of the answers given.

Some of our roles will require asking eligibility questions around meeting specific experience or education requirements which AWO feel is relevant to the role. Applicants that have not met these requirements may not be reviewed and scored and may wish to not continue with their application; albeit the system will allow you to do so.



The exception to this would be if candidates considered themselves from an ethnic minority community or identify themselves as having a disability. Through our adoption of the Rooney Rule and Guaranteed Interview Scheme (detailed below), these candidates will have their applications reviewed and scored.

As part of the general application, we will ask candidates if they know AWO team members and if so, which one(s). If you indicate that you do, we will follow up with that staff member as part of the selection process after your application has been graded.

The next stage of the shortlisting process includes selecting candidates to progress to the interview stage. This considers the scoring from the blind review and includes a review of your CV submitted with your application. Candidates chosen to progress to the interview stage will be contacted and offered a date and time slot for interview. Interviews are generally forty-five minutes duration and conducted using Zoom. The panel will consist of at least two members of AWO staff, one of whom will be the line manager for the role being recruited for.

Interviews are scored by all panel members and the same questions are asked of each candidate to make the scoring fair. The interview panel will have read your answers from the initial sift, and your CV. We go to a second round of interviews, should the panel decide that after the first interview there is not enough information or understanding of the candidates and their suitability for the role, upon which to make a job offer.

All unsuccessful candidates throughout the process are provided with their scoring and feedback on their application.

We are more than happy to have an informal discussion with anyone wishing to apply for a role that may require further information ahead of them submitting an application.

If you have any queries, require assistance or would like an informal chat about the role, please email: [recruitment@awo.agency](mailto:recruitment@awo.agency).

### Rooney Rule and Guaranteed Interview Scheme

At AWO, we strongly believe in recruiting and retaining a diverse workforce and want to ensure that no barriers are in place for anyone wishing to apply for a role at AWO.

To that end, we have adopted two measures to ensure fairness in our recruitment process. The first is the "Rooney Rule," which guarantees at least one candidate from an ethnic minority community (at minimum) will be shortlisted for interview, subject to meeting the minimum criteria at application stage. The second is the "Guaranteed Interview Scheme," which guarantees candidates who identify as disabled and meet the minimum criteria at application stage will be shortlisted for interview.

We ask these questions during the application process to assess eligibility. Candidates are under no obligation to provide information to either question should they choose not to.

Applied additionally asks applicants to provide details on their personal characteristics e.g. their ethnicity, gender, age, whether they have a disability, their sexual orientation. There is no obligation for applicants to provide this information to us. By reviewing the breakdown of applicants who provide this information, we can assess whether our job adverts are attracting a wide pool of candidates and adjust our approach if necessary.

### Before Joining Us

In line with our legal obligations as an employer, we are required to verify your right to work in the country you are physically located in. Required documentation will be requested after you accept the job offer and before any contract of employment is issued. The documentation requested will be based on the laws of the country in which the work will be carried out.

As is standard employment practice, AWO may seek two references ahead of issuing an employment contract. One of these references should account for your most recent employment, or if not relevant, your most recent educational establishment. You will be asked to provide the contact details for the two references once a job offer has been made.

## Appendix 1

### Job Applicant Data Processing Notice

#### Introduction

This Job Applicant Data Processing Notice (“Notice”) explains how AWO (“we”, “us”, “our”) processes your personal data when you apply for a role with us, addressing what we do with your data, the legal basis and purpose of this and setting out your rights under applicable data protection laws.

If your application is successful, further information will be required from you and further notice will be provided at that time.

#### Data controller

AWO is an agency comprised of HNK Legal Ltd, HNK Litigation Ltd, HNK Data Consulting Ltd and AWO Belgium. HNK Legal Ltd (ICO registration: ZA656719) is the Data Controller for this job application process. Contact us via email [privacy@awo.agency](mailto:privacy@awo.agency) or post to AWO, Wessex House, Teign Road, Newton Abbot, Devon, TQ12 4AA with any questions regarding this Policy or any other data protection issue related to AWO.

#### What data we process, why and the legal basis for this

##### Application

When you apply for a role with us, we may collect the following information – a copy of your CV, your name, address, contact details, any languages you speak, whether you would require visa sponsorship for the role and further information about your skills, education, work experience and links to social media accounts if you choose to provide these. We also anonymously collect the website source used to access the application. We process this information on the basis of our legitimate interest in assessing your suitability for the role.

##### Interview

Your application will be assessed by AWO staff and may be selected for interview shortlisting. During the interview process further information will be collected from you about your work experience to determine your suitability for the role. We process this information on the basis of both our legitimate interest in finding a suitable candidate for a role and in preparation for entering into a contract with you for employment.

##### Application for further roles

If you are unsuccessful in your application for a role we may wish to retain your application and associated personal data for consideration for other roles in the

future. We will only do this on the basis of your consent and will contact you upon completion of the recruitment process if we wish to retain your data.

### Sensitive data

Under applicable data protection laws, certain data are classified as “special category”, including information related to ethnicity, sexual orientation, political opinions and trade or union membership, and the processing of such data is subject to strict conditions.

You are under no obligation to provide any special category data in the application process, however we recognise that given both the nature of our work and our commitment to diversity in our recruitment and employment practices, some of this information may be very relevant to your application.

If you do share any special category data with us, the legal basis for processing this may be your consent or our interest in ensuring compliance with our equality, diversity and recruitment policies and employment law obligations (for example where you provide us with information regarding your ethnicity, or with information we need to make reasonable adjustments to be made our workplace or working practices).

### Data sharing and processors

#### Applied

For some roles, AWO uses Applied as a job application management platform. You may be directed to Applied to enter data directly into the platform. Applied processes data on our behalf and we engage them on the basis of our legitimate interest in sorting and sifting applications in the most efficient and secure way available. We have entered into an agreement with Applied that ensures your data is appropriately protected.

Applied is an organisation committed to equality, diversity and fairness in hiring and conducts research into these issues. For this purpose, Applied processes some application data in the following ways: (1) as a data controller, Applied collects information including special category data, about your ethnicity and social background, this is only on the basis of your consent and your answers will be anonymised and not linked back to you; and (2) Applied aggregates and anonymises some application data for the purpose of understanding trends in hiring and improving the functionality of its platform on the basis of its legitimate interests in conducting related research. Data is anonymised and aggregated for this purpose. Further notice is provided about this within the application process and in Applied’s Privacy Policy available at: <https://www.beapplied.com/privacy>.

#### Sharing within AWO

Our job application process is managed by HNK Legal Ltd. In some cases it may be necessary to share your data between entities within the AWO group of companies for the purposes of facilitating the application process. Your data will

always be appropriately protected, kept confidential and not used for any other purpose than those specified here.

### Other processors

AWO works with carefully selected third party service providers who perform certain data processing tasks on the basis of our legitimate interests in facilitating the job application process. These third parties are engaged by AWO on terms which ensure confidentiality and compliance with data protection laws. An up-to-date list of processors which are engaged in the processing of your data is available on request. If you have any concerns about how your data will be processed and by whom please contact us.

### Retention

#### AWO

If your application is unsuccessful your information will be held for up to 12 months. If you are shortlisted your application data will be retained in a secure archive for up to six years after the recruitment process is complete. We retain this data on the basis of our legitimate interest in recording, reviewing and evidencing the fairness and legitimacy of our hiring process and responding to applicants' questions about this process or the exercise of data subject rights.

We will not process this data for any other purpose, except where you provide your consent for us to retain your information to consider you for future roles. We will keep this data for this purpose for up to five years. Where you require a working visa for a role, we retain your application data for the period of your employment period on the basis of complying with legal obligations on us as a sponsoring employer. We also retain some anonymised data for the purposes of reporting on and understanding our hiring process. This data relates to equal opportunities and includes:

- Gender
- Age
- Broad ethnicity
- Sexuality
- Disability
- Parents (whether they attended university or not)
- School meals (eligibility)

This data is fully anonymised and aggregated and cannot be linked back to any individual.

#### Applied

When you apply for a role with AWO using Applied, your application data will be retained on the Applied platform for an initial period of six months, in line with

legal obligations on Applied to evidence the fairness and effectiveness of the hiring procedure, and for a maximum period of one year on the basis of your consent. After six months you can request deletion of your application from the Applied platform. If you take no action, your application will be deleted from the platform after one year. See Applied's Privacy Policy for further information available at: <https://www.beapplied.com/privacy>

### Information security

We take all reasonable steps to ensure that personal data is processed securely and treated in accordance with this Notice. The technical and organisational measures to prevent unauthorised access to personal data include limiting staff and sub-processor access to personal data in accordance with specific job responsibilities or contractual obligations, the encryption of data where possible, the institution of security protocols and staff training.

### Your rights

Where AWO processes your personal data you may have the right:

- to be informed as to whether AWO holds data about you;
- to access that data;
- to have inaccurate data corrected;
- to have your data deleted;
- to opt-out of particular data processing operations;
- to receive your data in a form that makes it “portable”;
- to object to data processing;
- to receive an explanation about any automated decision making and/or profiling, and to challenge those decisions where appropriate.

You can seek to exercise these rights via email to [privacy@awo.agency](mailto:privacy@awo.agency) or post to AWO, Wessex House, Teign Road, Newton Abbot, Devon, TQ12 4AA. You also have the right to lodge concerns or complaints with the UK Information Commissioner's Office at <https://ico.org.uk/>. Data subjects covered by EU law may also be entitled to lodge complaints with the data protection supervisory authority in their country of residence (see [https://edpb.europa.eu/about-edpb/board/members\\_en](https://edpb.europa.eu/about-edpb/board/members_en)).