

## Use of Artificial Intelligence in our Recruitment Process

### Candidate Disclosure Statement

We are committed to a fair, transparent, and lawful recruitment process. As part of our commitment to you as a candidate, we want to be open about how we use artificial intelligence (AI) tools to support certain stages of our hiring process, and what that means for your rights.

#### 1. How We Use AI in Our Recruitment Process

We currently use AI-assisted tools to support the following stages of recruitment:

- CV and application screening – AI tools help us review and assess applications against the requirements of the role, such as relevant experience, skills, and qualifications. This allows us to manage high volumes of applications efficiently and consistently.
- Shortlisting and candidate scoring – AI may be used to rank or score candidates based on how closely their application matches the role criteria/Job specification, helping our hiring team prioritise which applications to review in depth.

AI tools are used to assist and inform our decision-making – they do not make final decisions about candidates. All shortlisting and progression decisions are reviewed and confirmed by a member of our recruitment team.

#### 2. Our Legal Obligations

Our use of AI in recruitment is governed by the following legal frameworks:

- UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 – We process your personal data lawfully, fairly, and transparently. Where AI tools process your application data, we ensure appropriate safeguards are in place.
- Equality Act 2010 – We are committed to ensuring that AI-assisted processes do not result in unlawful discrimination on the basis of any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- Article 22, UK GDPR (Automated Decision-Making) – Where AI contributes to decisions that could have a significant effect on you, we ensure that meaningful human review takes place. You have the right not to be subject to a decision based solely on automated processing.

### 3. Your Rights as a Candidate

Under UK GDPR and the Data Protection Act 2018, you have the following rights in connection with our use of AI in recruitment:

- The right to be informed – You have the right to know that AI is being used in the processing of your application, which is the purpose of this statement.
- The right to access – You may request a copy of any personal data we hold about you, including any information generated by AI tools in relation to your application.
- The right to explanation – You may request meaningful information about the logic involved in any automated processing that has affected your application.
- The right to human review – If you believe a significant decision has been made about you based solely on automated processing, you have the right to request that a human reviews that decision.
- The right to object or seek rectification – If you believe information used in the AI assessment was inaccurate or that the process has produced an unfair outcome, you have the right to raise this with us.

### 4. How We Protect Against Bias

We take our obligations under the Equality Act 2010 seriously. To mitigate the risk of bias or discrimination in AI-assisted processes, we:

- Select AI tools from providers who carry out bias testing and auditing of their systems.
- Define role criteria carefully to ensure the AI evaluates relevant, job-related factors only.
- Regularly review outcomes for patterns that might indicate unfair or discriminatory impact on any group.
- Ensure all AI-generated outputs are reviewed by trained members of our recruitment team before any progression decisions are made.

### 5. Data Retention and Third-Party Tools

Any personal data processed by AI tools in connection with your application is handled in accordance with our Privacy Notice. We only work with third-party AI providers who are contractually bound to process your data in compliance with UK GDPR and who provide appropriate data processing agreements.

Your application data will not be used to train external AI models without your explicit consent.

### 6. How to Contact Us

If you have any questions about how AI is used in our recruitment process, wish to exercise any of your rights, or want to raise a concern, please contact our Recruitment Team:

#### **Recruitment Team**

**Email:** [recruitment@breastcanceruk.org.uk](mailto:recruitment@breastcanceruk.org.uk)

If you remain unsatisfied with our response, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk).

