

LE Policy: Job Applicant Privacy Notice



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Intro Text

As part of any recruitment process, we collect and process personal data relating to job applicants. This Privacy Notice covers how we do this and your rights about the data that we hold about you.

For more information, please contact David Lawrence, who is the person responsible for Data Protection in the organisation.

Policy	<u>General Data Protection Regulation</u>
Roles & Responsibilities	Controller: Grant McGregor Limited Data privacy manager: David Lawrence
Sections	

- 1 What information do we collect from you? 3
- 2 Why do we process personal data? 3
- 3 Who has access to data? 3
- 4 How do we protect data? 4
- 5 For how long do we keep data? 4
- 6 Your rights 4
- 7 What if you do not provide personal data? 4
- 8 Automated decision-making 4
- 9 Changes to this Privacy Notice 5

1 What information do we collect from you?

We collect and process a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- [equal opportunities monitoring information, including information about your ethnic origin and health. [sexual orientation and religion or belief].

We may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment (including online tests).

We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

2 Why do we process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Where we rely on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of employees or workers and have concluded that they are not.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we are doing so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied. If your application is unsuccessful, we may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before doing so and you are free to withdraw your consent at any time.

3 Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

We will not transfer your data outside the European Economic Area.

4 How do we protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

5 For how long do we keep data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months period after the end of the relevant recruitment process.

If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 2 years for consideration for future employment opportunities.

At the end of that period or once you withdraw your consent, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new Employee Privacy Notice.

6 Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request
- require us to change incorrect or incomplete data
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.
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If you would like to exercise any of these rights, please contact David Lawrence, david.lawrence@grantmcgregor.co.uk

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

7 What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

8 Automated decision-making

Recruitment processes are not based solely on automated decision-making.

9 Changes to this Privacy Notice

We are committed to meeting our data protection obligations under data protection legislation and being transparent about how we collect and use personal data at all times. This includes during the recruitment and selection process. Should you have any questions about this Job Applicant Privacy Notice, please contact David Lawrence david.lawrence@grantmcgregor.co.uk.