


Privacy Notice – Recruitment Process

For all direct job applicants

This notice explains the personal data we are processing about you during the recruitment process and how and why we are doing so.

Why we process your personal data

| Description of the data involved | Why we process it (the purpose) | The legal basis for processing |
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| <p>Information that is specifically provided by you as part of an application process. This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Name, address, email, telephone number • CV (if applicable) • Equal opportunities monitoring information (defined as special categories data) - this information is purely for statistical analysis and monitoring purposes and is not mandatory. If you do not provide it, it will not prevent your application from being processed • Answers to application questions - previous experience, education, referees and for answers to questions relevant to the role that you have applied for • Any other information you wish to provide in support of your application. | <p>The information we ask for is used to assess your suitability for employment. Information collected at this stage enables us to decide as to whether to invite you to participate in a selection process.</p> <p>Details you provide with your application:</p> <ul style="list-style-type: none"> • Will be held on our computer systems and may be downloaded by us • Will be used to deal with your application • Will be made available to us and our data processors • Will be used for communication with you regarding the vacancy • Will be used to satisfy legal requirements • Will be used for statistical analysis • Will be held and may be used to contact you about other vacancies. | <p>Contract - this is necessary to enable us to establish a contractual relationship with you.</p> <p>If you do not provide this information, we will not be able to consider your application.</p> <p>If you do not provide all the information requested or fully participate in the selection process, it may affect our decision making or we may not be able to continue with your application.</p> <p>You can withdraw at any time and we will stop considering you for potential employment.</p> |
| <p>If you are invited to participate in a selection process, information provided by you or generated by us as a result of your participation in interviews, assessments, which could involve completing tests, an online occupational personality profile questionnaire, work trial, resident panel interviews - or a combination of these.</p> | <p>To inform our decision making as to whether to offer you employment.</p> | |

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| <p>If you are made a conditional offer, the information needed for our pre-commencement checks.</p> <p>Sometimes to speed up the recruitment process, we ask you to provide some of this information at an earlier stage. The information involved includes:</p> <ul style="list-style-type: none"> • Proof of identity - you will be asked to attend our office with original documents, we will take copies • Proof of qualifications - you will be asked to attend our office with original documents, we will take copies • A self-disclosure of your criminal record and information needed to obtain an Enhanced Plus or Enhanced (as appropriate to the role) Disclosure from the Disclosure and Barring Service • The results of references from your referees and any other checks with prior employers we think necessary • A self-declaration about your health to confirm your fitness to work. | <p>To enable us to confirm our offer.</p> |  |
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We do not normally use automated decision-making. The results of any online occupational personality profiles if we choose to use them are generated automatically from your responses and provides valuable additional information to inform our decision-making. Occasionally, we use online screening questions as part of the application process and, where we do that, the response to those questions do usually determine who will be shortlisted.

Where we obtain your personal data from

Personal data is normally provided by you. Where we receive personal data from other people or organisations, we have set out details below:

| Description of the personal data and who we may receive it from |
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| <ul style="list-style-type: none"> • Most personal data is provided by you or collected by us (by the recruitment agency, if involved) from observations of you during the selection process. • Previous employers may provide references and other verifications. Qualification and training bodies may provide verifications. • The Disclosure and Barring Service will provide details of your criminal record (including in most cases spent convictions, information from the police national computer and barring information) if used as part of the recruitment process. |

With whom we might share your data

| With whom we might share personal data |
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| <ul style="list-style-type: none"> • Internally with those involved in the recruitment and selection process and undertaking the pre-employment checks and establishing you as a new employee. • Externally for sufficient information to identify you with the Disclosure and Barring service, your referees, former employers and qualification and/or training bodies. • If we were to use any online occupational personality profile platforms, we would send you a link to the assessment and the provider will share their privacy notice with you. Your assessment will be saved on the providers platform in line with their retention policy. |

Safeguarding your personal data

We will only process personal data outside of the EU where we are sure there is an adequate level of protection or there are appropriate safeguards in place.

How long we keep your personal data

Our retention periods take account of legal requirements and practical considerations.

Retention information

- Information generated/collated throughout the selection process (e.g CV, interview notes, test information) and equal opportunities information is retained by the company for up to six months following the closure of the vacancy if you are unsuccessful.
- If you are successful, relevant information from the selection process will be retained by us as part of your employee file for the duration of your employment plus seven years following the end of your employment.

Your rights as a data subject

You have the following rights:

- to be informed how your data is processed,
- to gain access to your personal data,
- to have errors or inaccuracies corrected,
- to object to the processing for marketing purposes or when the processing is based on the public interest or other legitimate interests,
- to restrict the processing of your personal data in limited circumstances,
- to obtain a copy of some of your data in a commonly used electronic form in some limited circumstances, and rights around how you are affected by any profiling or automated decisions.

You have the right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. Please visit the ICO website www.ico.org.uk.

If you wish to exercise any right, or for any queries you may have, or if you wish to make a complaint, contact us on 0114 233 1133.

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