

## **Job Applicant Privacy Notice**

### **How we will use your Personal Data**

#### **Data controller: [Matt Exley, Marketing Manager]**

As part of our candidate and recruitment process, we (the Company) collect, process and store information about you. We process this information for a range of purposes relating to the recruitment process and assessment of your suitability for the role you have applied for. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. This document sets out:

1. What personal data we collect
2. Why we collect/process your personal data?
3. How it is processed within the recruitment process
4. Who has access to your personal data?
5. How we protect your personal data?
6. How long we keep your personal data?
7. What if you do not provide your personal data?
8. Your rights

#### **What personal data do we collect?**

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

- Personal details such as your name, address and contact details, including email address and telephone number
- Work history such as previous employers, positions, dates etc.
- Education such as qualifications and skills
- Information about your current level of remuneration, including benefit entitlements
- Information about your entitlement to work in the UK such as passport, driving licence, National Insurance number

During this process we may also capture some sensitive personal data about you such as disability information. We would do this to enable us to make reasonable adjustments to enable you to apply for a job with us, participate in the application and assessment processes and to ensure that we are complying with our regulatory obligations.

We may collect this information in a variety of ways e.g. data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will only 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 folders and on the IT system (including email).

#### **Why do we collect/process your personal data?**

In order to manage your application, we need to process certain personal information about you. We only process your information as necessary for the purposes of progressing your application or as required by law or regulatory requirements.

- **Legal requirement**

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.

- **Legitimate Interest**

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.

### **Who has access to your personal data?**

We will need to share your personal information internally for the purposes of the recruitment exercise. This includes interviewers involved in the recruitment process and managers in the business area with a vacancy. Where we engage an external HR Consultant to support us in the recruitment process we may share your information with them.

We will not share your data with any other third parties, unless your application for employment is successful and we make you an offer of employment.

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

### **How do we protect your personal data?**

We take the security of your data seriously and 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. All personal data relating to our employees and job applicants is stored in a locked cabinet or on our secure IT system which is password protected and only accessible by directors of the company.

### **How long do we keep your personal data?**

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 for a period of 6 months after the end of the relevant recruitment process in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time. At the end of that period [or once you withdraw your consent], your data is 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 privacy notice for employees.

### **What if you do not provide your personal data?**

You are under no statutory or contractual obligation to provide data 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.

### **Automated decision-making**

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

### **Your rights**

Under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 you have a number of rights with regard to your personal data:

You have the right:

- to access and obtain a copy of your data on request;
- to require us to change incorrect or incomplete data;
- to require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- to object to the processing of your data where we are relying on its legitimate interests as the legal ground for processing.

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

**How to contact us**

For any queries you may have in connection with this privacy statement, please contact:

**The Data Controller**  
**[info@on-group.co.uk](mailto:info@on-group.co.uk)**