



# Recruitment Privacy Notice



## Recruitment Privacy Notice

This Privacy Notice lets you know how we collect, process and store personal data about you as a recruitment candidate. As part of our recruitment procedure we may process your personal information appropriately and lawfully in line with the General Data Protection Regulations (GDPR) 2018.

Processing for the purpose of this Privacy Notice includes collecting, handling, storing, sharing, accessing, using, transferring and disposing of the information.

### Why is this information collected?

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

### What information is collected and processed?

During the recruitment process we may collect 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.
- Assessment results: including psychometric tests, interview (face to face, telephone or video).
- Information regarding your entitlement to work in the UK.
- Special category personal data (e.g. disability information). This enables us to make reasonable adjustments when you begin working with us.

We collect this information in a variety of ways including your CV, assessments, interview notes, application form, passport or other identity documents.

We may also collect information about you from third parties. This includes references. We will request references after a job offer is made.

A full list of the information collected can be found in Schedule 1 of this Privacy Notice.

### Who is this information shared with?

This information will be shared internally with those involved in the recruitment process. The information shared is limited to what is required by each individual to perform their role.

Your information may be shared internally with the following people:

- Employees who would have managerial responsibility for you, or are acting on their behalf.
- HR which has responsibility for certain HR processes (for example recruitment, assessment).
- IT which manages user access and security for premises.

- Auditors in relation to specific audits/investigations.

We may share information with third parties. This may include:

- Academic institutions to validate information provided.
- References provided through the application form.

## Where is this information stored?

Your information is stored in a range of different places, including in HR management systems and on other IT systems (including email).

## How is this information protected?

Our HR and recruitment systems are protected to ensure that unauthorised or unlawful processing of personal information, accidental loss or destruction of, or damage to, personal information does not occur. This is done in accordance with our management information systems.

## How can you access, amend or take back the information you have given to us?

You have rights in relation to how we process your information, these are detailed below:

**Right to object:** If we are processing your personal information and you do not agree with us doing so, you have the right to object. We will review the reasons for processing your information and determine whether it is appropriate to remove considering legal and business requirements. This will be confirmed within 30 days of receiving your written request.

**Right to withdraw consent:** Where we have requested your consent to process your information, you have the right to withdraw this at any time.

**Right to Erasure:** You have the right to request we erase your personal information. We will review the reasons for processing your information and determine whether it is appropriate to erase considering legal and business requirements. This will be confirmed within 30 days of receiving your written request.

**Subject Access Requests (SAR):** You have the right to request what information we hold about you at any time and you may request we modify, delete or update this information. If you would like to request further information relating to this, please email our data protection officer at [dpo@posturite.co.uk](mailto:dpo@posturite.co.uk) or contact them via telephone on 0345 345 0010. They will deal with your request within 30 days.

**Right of Data Portability:** You have the right to transfer data from us to another data controller. We will do this by directly transferring the data for you or providing you with a copy in a commonly used machine-readable format.

**Complaint:** A complaint can be raised to the Information Commissioners Office if you believe that the company have not complied with the GDPR requirements.

## How long do we keep your information?

If your application is unsuccessful we will hold your information for 6 months. Your information will then be deleted unless you provide written consent confirming you would like us to hold it for a specified period of time.

If your application for employment is successful, your information will be transferred to Human Resources (electronic and paper based) and retained during your employment. The details of how your information is processed is detailed in our Employee Privacy Notice.

## Updates to this Privacy Notice

We may amend this privacy notice from time to time. Please visit the careers page on our website for the most up to date version.

## Contact Details

If you have any queries about this notice or your personal information generally, including questions about accessing your personal information or correcting it, you should contact our Data Protection officer by email at [dpo@posturite.co.uk](mailto:dpo@posturite.co.uk) or via telephone on 0345 345 0010.

## Schedule 1 – Personal Data Collected and Processed

Below is a list of the types of personal data we process on you during the recruitment process. Data is only collected and processed where necessary so not all of these areas will apply to every applicant.

Marital Status	Absence levels prior to joining us
Full Name	Criminal Convictions
Address	Other Job Commitments
Home Tel	Eligible to Work
Mobile Tel	Bankruptcy information
Email	Disability information
Nationality	Ongoing medical treatment information
DOB	Availability for work when joining us
NI Number	Education & Skills
Next of Kin Details	Employment History
2 x Reference Details	Bank Details
P45/P46	Passport
Birth Certificate	Visa/Work Permit where required
P11D, P60	Photograph
Thomas International assessment results	CV
Driving license, driving convictions and previous driving accidents	