

# Job applicant privacy notice

*Compliant with the Data Protection Regulations 2018*

As part of any recruitment process, James Heal collects and processes personal data relating to job applicants. We are wholly committed to being transparent about we collect and use that data and in meeting our data protection obligations.

## What information do we collect?

James Heal collects 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 the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

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

James Heal may 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. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is 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).

## Why does James Heal process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may 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 compliant with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before an employment contract is entered into.

James Heal has 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 whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

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

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 we keep your data for this purpose and you are free to withdraw your consent at any time.

### Who has access to data supplied by you?

Your information may 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 may need to share your data with the 3<sup>rd</sup> party provider of online personality profiling, we will obtain your permission to do so should we require you to undertake these exercises.

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. The Disclosure and Barring Service may be contacted to obtain necessary criminal records checks if this is required for a specific role – you will be informed in advance if we need to do this.

On rare occasions your data may be transferred outside the European Economic Area (EEA) to **Battery Ventures in the US**. Data is transferred outside the EEA on the basis of **binding corporate rules**.

### How do we protect data?

James Heal 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. **Employee access to data not associated with their roles is strictly forbidden and all employees understand and agree to the Data Security Policy**

## For how long do we retain data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, we will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed securely.

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.

## 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; and
- object to the processing of your data where we are relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact **name, contact email or address**

If you believe that James Heal has not complied with your data protection rights, you can complain to the Information Commissioner: <https://ico.org.uk/>

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to James Heal 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

Our recruitment processes are not based solely on automated decision-making.

**NOTE:** The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR), which will come into effect in the UK on 25 May 2018. See [Law relating to this document](#) below for more information.

**Data controller: James Heal, Richmond Works, Halifax HX3 6EP**

**Data protection officer:**