

# Data Protection Notice (Applicants)

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UNCONTROLLED IF PRINTED



## GDPR – Data Protection Notice

The following privacy statement explains how we protect information gathered and processed through our recruitment process. If you choose to submit your information you agree to the use of data in accordance with this privacy statement. We ensure generally accepted standard of technological security for the purpose of protecting information from misuse, loss or corruption. Only authorised personnel have access to personally identifiable information submitted through the website and employees are required to maintain confidentiality.

The data controller is ForViva Group, 52 Regent Street, Eccles, M30 0PB and is responsible for ensuring your data is kept secure, processed correctly. As part of our data controller responsibilities we have appointed a data protection officer.

**Data protection officer:** Matthew Humphreys, Data Governance Manager on 0161 605 7740

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations

### **What information do we collect?**

We collect information that is specifically and voluntarily provided by visitors. As part of the registration process we may collect:

- 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;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your age, gender, disability, ethnic origin, marital status, sexual orientation, and religion or belief.
- Any other information you wish to provide in support of building up your candidate.

### **Why do we collect this information?**

We only request information we have a legal basis for doing so, the information you are providing is used in order for us to provide recruitment services to you and if successful form a contract that will allow us to use your details.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation 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 the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

The organisation processes health/disability information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

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

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, the organisation will keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

### **How do we collect this information**

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The organisation 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.

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.

## **Who might we share your information with?**

Personal details you provide in this registration

- Will be made available to us and our processor such as Group members
- Third parties to perform background checks

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

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the People 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.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

The organisation 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..

## **Where will my data be stored?**

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).

The organisation will not transfer your data outside the European Economic Area.

## **How does the organisation protect data?**

The organisation takes the security of your data seriously. It has 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.

We have reasonable commercial standards of technology and operational security along with internal policies and procedures to protect all information provided by visitors and applicants.

## **For how long does the organisation keep data?**

If your application for employment is unsuccessful, the organisation 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, the organisation 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 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.

## **Your rights**

We are dedicated to providing reasonable access to visitors who wish to review the personal information retained when they apply via our website site and correct any inaccuracies it may contain. Visitors who choose to register may access their profile, correct and update their details, or withdraw their details at any time. To do this, visitors can access their personal profile by using their secure login. In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.

You have the following rights in relation to the way in which we deal with your personal data:

- the right of erasure or to be forgotten
- the right to rectification if information is inaccurate or out of date
- the right of data portability (to obtain and reuse your personal data)
- the right to object to network and the Controller and processors handling of your personal data
- the right to withdraw your consent with regards to the handling of your personal data
- you have the right to ask for a copy of the information we hold about you (Subject Access Request -S.A.R)
- You have the right to lodge a complaint with a supervisory authority - the ICO

Where you exercise your right to object or withdraw your consent we may process your personal data without your knowledge or consent where we are permitted or required by law or regulatory requirements to do so. In such a case, we will not process more personal data than is required under the circumstances.

If you are not satisfied by our actions, you can seek recourse through our internal complaints procedure. If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner

If you would like to exercise any of these rights, please contact [data.protection@forviva.co.uk](mailto:data.protection@forviva.co.uk), or contact Matthew Humphreys, Data Governance Manager on 0161 605 7740. You can make a subject access request by contacting the Data Governance Manager

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

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

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.