

JOB APPLICANT PRIVACY NOTICE



SCOPE

Rendall & Rittner Ltd cares about your privacy and is committed to processing your personal information in accordance with data privacy laws under the General Data Protection Regulations and Data Protection Act 2018.

As part of any recruitment process, Rendall & Rittner collects and processes personal data relating to job applicants. This privacy notice applies to all job applicants employees, applying for roles with Rendall & Rittner Ltd but also where the Company is recruiting on behalf of a third party client.

WHAT INFORMATION DOES THE COMPANY COLLECT?

The Company collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation
- information about your current remuneration and benefits
- information about your nationality and entitlement to work in the UK
- information about your criminal record
- where or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation and religion or belief

The Company collects this information in a variety of ways. For example, data is collected through CVs; obtained from your passport or other identity documents such as your driving licence; from correspondence with you; or through interviews, meetings or other assessments.

The Company may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from Disclosure Barring Service (DBS) checks, permitted by law and only once a job offer is made.

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Approver
Scope
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WHY DOES THE COMPANY PROCESS PERSONAL DATA?

The Company needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract.

In some cases, the Company needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an applicant's entitlement to work in the UK.

In other cases, the Company has a legitimate interest in processing personal data before entering into an employment relationship allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

Where the Company relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of applicants and has concluded that they are not.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations, such as those in relation to employees with disabilities and for health and safety purposes.

Where the Company processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring.

WHO HAS ACCESS TO THE DATA?

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 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 Company will only transfer your data to countries outside the European Economic Area if it is necessary for the third party data processors.

HOW DOES THE COMPANY PROTECT DATA?

The Company takes the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the Company engages third parties to process personal data on its behalf, they do so on the basis of written instructions under a duty of confidentiality.

HOW LONG DOES THE COMPANY KEEP DATA?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) 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.

You will be asked when you submit your CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

WHAT IF YOU DO NOT PROVIDE 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.

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 the company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where the company is relying on its legitimate interests as the legal ground for processing
- ask the company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Michael Walker, Head of IT, Rendall & Rittner Ltd, Portsoken House, 155-157 Minories, London, EC3N 1LJ.

If you believe that the Company has not complied with your data protection rights, you have the right to lodge a complaint with the Information Commissioner's Office.