

JOB APPLICANT PRIVACY NOTICE

1.0 INTRODUCTION

MAD-HR are committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during the recruitment process, in accordance with the United Kingdom General Data Protection Regulation (UK GDPR) and applies to all candidates.

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

2.0 WHAT INFORMATION DOES THE COMPANY COLLECT?

In connection with your application to work with us, the company collects a range of information about you. This includes:

- The information you provide to us in your curriculum vitae and covering letter;
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications;
- Information collected as part of our recruitment process, such as completion of online assessments and information provided during interviews; and
- Information about your entitlement to work in the UK

We may also collect, store and use the following types of more sensitive personal information:

- Information about your health, including whether or not you have a disability for which the company needs to make reasonable adjustments during the recruitment process; and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

3.0 HOW IS YOUR PERSONAL INFORMATION COLLECTED?

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

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 and information from criminal records checks. The company 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).

4.0 WHY DOES THE COMPANY PROCESS PERSONAL DATA?

The company needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

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 a successful applicant's eligibility to work in the UK before employment starts.

The company has a legitimate interest to process personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the company to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The company may also need to process data from job applicants to respond to and defend against legal claims.

The company may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the company is obliged to seek information about criminal convictions and offences. Where the company 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 company will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, the company may keep your personal data on file in case there are future employment opportunities for which you may be suited. The company will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time. Your application will be held for no longer than one year.

5.0 WHO HAS ACCESS TO 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, and our IT provider for the provision of access to the relevant systems and data.

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, and our employment background check provider to obtain necessary background checks, including a criminal record check, where this is necessary. All our third-party service providers are required to implement appropriate security measures to protect your personal information in line with our policies.

6.0 TRANSFERRING INFORMATION OUTSIDE OF THE UK

The data that we collect from you may be transferred to, and stored at, a destination outside the UK.

We are committed to ensuring that adequate safeguards are in place when transferring Personal Data outside the UK. As such, we will take reasonable steps to ensure that your personal information is adequately protected in accordance with the requirements of UK data protection law.

7.0 HOW DOES THE COMPANY PROTECT DATA?

The company takes the security of your data seriously. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

8.0 FOR HOW LONG DOES THE COMPANY KEEP DATA?

If your application for employment is unsuccessful, the company will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the company to keep your personal data on file, the company will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period 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.

9.0 WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

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

10.0 AUTOMATED DECISION-MAKING

The company does not make any decisions about you using automated means, however, we will notify you in writing if this position changes.

11.0 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 change incorrect or incomplete data;
- 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; and
- Request the transfer of your data

If you would like to exercise any of these rights, please contact [Carole Burman](#).

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