



HANDLEY  
HOUSE

## Job Applicant Privacy Notice

May 2018

## Job Applicant Privacy Notice

Handley House (Benoy and Holmes Wood) is committed to protecting your privacy and complying with the General Data Protection Regulations (GDPR).

This privacy notice sets out the basis by which we collect, use and disclose your personal data as a job applicant and it also sets out your rights in respect thereof.

This policy does not apply to the personal data of employees, former employees and clients.

We may update this document from time to time and will publish an up to date copy of the Privacy Notice on our portal.

### Who can I contact?

We act as a data controller, meaning that we determine the processes to be used when using your personal data. HR is responsible for all job applicant data; the local HR Advisor can be contacted regarding any related queries.

### What is the Company's commitment?

In relation to candidates' personal data, we will:

- Process it fairly, lawfully and in a clear and transparent way;
- Collect and use it only for reasons found to be proper for the course of your employment;
- Collect and use it only in ways that have been explained;
- Ensure it is correct and up to date;
- Keep it in line with its retention policy; and
- Process it in a way that ensures it will not be used for any purposes of which you are not aware.

### What type of data will the Company process?

We may collect and hold the following types of data:

- Your personal details including name, address, date of birth and phone numbers;
- Information included on your CV including references, education history and employment history;
- Salary, notice period and annual leave details;
- Details of any disability;
- Right to work documentation; and
- Access card records and CCTV footage in the Monkwell Studio.

### How Handley House collects candidates' data

We collect this data in a variety of ways, typically direct from you during the recruitment process. In some cases, we may collect this data from third parties such as recruitment agencies and/or former employers. If we receive unsolicited applications, we will delete them from our IT systems.

Personal data is kept in the Company's HR and IT systems.

### Why does the Company process this data?

We collect and process data based on one or more of the following grounds:

- To perform the employment contract e.g. ensuring you are paid;
- To carry out legally required duties e.g. ensuring tax is paid;
- To carry out the Company's legitimate interests e.g. to provide benefits, to determine promotions or to assess training needs;
- To protect candidate's interests; and
- Where something is done in the public interest.

### How does the Company manage special categories of data?

Special categories of data include health, sex life, sexual orientation, race, ethnic origin, political opinion,

religion, trade union membership and genetic/biometric data. We do not process this data except for when requesting health records in relation to an absence management process. Should a requirement to process such data arise we will obtain consent from you. Consent, once given, may likewise be withdrawn at any time and there will be no consequences for so doing.

#### **Criminal conviction data**

Handley House does not process this type of data.

#### **What happens if I do not provide my data?**

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, if you don't, we will not be able to process or continue with your application.

#### **How does the Company share this data?**

Your data will be shared with colleagues within the Company so that they can undertake a recruitment process. This includes hiring managers and the HR department for screening and interviewing purposes.

#### **How does the Company protect personal data?**

The security of your personal data is very important to us. We will ensure that we have in place appropriate technical and organisational measures to prevent unauthorised or unlawful processing of personal data, and against accidental loss or destruction of or damage to personal data.

#### **How long does the Company keep my data for?**

In line with data protection principles, we only keep your data for as long as it's needed.

If your application is not successful, we will continue to keep your data for a period of 12 months. If your application is successful, your data will be kept and transferred to the Company's HR and Payroll platforms. We have a separate privacy notice for employees, which will be provided to you upon the start of your employment.

#### **Automated decision making**

No decision will be made about you solely on the basis of automated decision making (where a decision is taken using an electronic system without human involvement).

#### **What are my rights?**

Under the GDPR you have the following rights in relation to your personal data:

- To be told how your data is used, as detailed in this notice;
- To access the data that we hold for you by raising a subject access request;
- For inaccuracies to be corrected at your request;
- To request a restriction upon how we process your data, or that we stop processing and delete; your data should you feel that the requirement for us to do so has ceased;
- To transfer the data that we hold for you for your own purposes;
- To object to how we use your data where it is used for the Company's legitimate interests; and
- To regulate any automated decision making and/or profiling of personal data.

Where you provide us with consent to use your data, you also have the unrestricted right to withdraw that consent at any time and to do so without any consequences. Withdrawing your consent means that we will stop processing the data, except for in those cases where we are permitted to continue doing so by virtue of having a legitimate reason.

If you wish to exercise any of the rights explained above please contact the local HR Advisor.

If you think that we have breached your data protection rights in any way, you may escalate your complaint to the Information Commissioner (ICO).