



## **DATA PRIVACY NOTICE FOR JOB APPLICANTS**

As part of any recruitment and selection process Paterson Enterprises Limited collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use this data and to meeting our data protection obligations.

### **What information does the company collect?**

The company collects a range of information about you, including:

- your name, address and contact details, including email address and telephone numbers;
- details of your education, training and professional qualifications;
- information about your current employment, including remuneration details;
- your employment history;
- details of your skills and experience;
- information about your entitlement to work in the UK;
- whether or not you have a disability for which the company needs to make reasonable adjustments during the recruitment process; and
- any other personal information you may disclose during the process.

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

The company will also collect personal data about you from third parties, such as references supplied by former employers.

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 the company process personal data?**

The company needs to process data, at your request, prior to entering into a contract with you. It also needs 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 in processing 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, arrange online testing 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. 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 job employees or workers and has concluded that they are not.

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

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

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Human Resources Department and recruitment team, interviewers involved in the recruitment process and managers in the business area with a vacancy.

Other than to arrange any online testing, the company will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The company will then share your data with former employers and referees to obtain references for you. References may be taken up in advance of any offer of employment if you have given your explicit consent for us to do so.

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

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

The company 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. Measures taken to protect data include access restrictions, password protection and IT system restrictions, controls and security.

### **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 i.e. 12 months in total, for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your electronic data is deleted and hard copies 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 separate Data Retention Policy.



## **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
- 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 company's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Human Resources Department.

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner. Full contact details including a helpline number can be found on the Information Commissioner's Office website ([www.ico.org.uk](http://www.ico.org.uk)). This website has further information on your rights and our obligations.

## **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.

## **Automated decision-making**

We do not use automated decision-making as part of our recruitment processes.

## **Third party job sites**

The company may advertise vacancies on third party job sites or other recruitment channels. If you apply for a job via one of these sites then that organisation's Privacy Notice will apply. If you do not agree to the third party Privacy Notice then they may not pass on your data to us.

## **Data controller**

Paterson Enterprises Limited, 38-41 Castle Foregate, Shrewsbury, Shropshire, SY1 2EL.

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