

**Recruitment Job Applicant Privacy Notice**

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## 1. Introduction

This privacy notice is to give job applicants information about how their personal data will be used.

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.

Round & About Publications Ltd collects and processes personal data relating to its employees to manage the employment relationship. The organisation is committed to being transparent about how it collect and uses that data and to meet its data protection obligations as per the requirements of the General Data Protection Regulation (GDPR).

Data Controller: Rachel Wakefield, Round & About Publications Ltd, Windrush Innovation Centre, Howbery Business Park, Benson Lane, Wallingford. Telephone: 01491 837621. Email: [rwakefield@roundandabout.co.uk](mailto:rwakefield@roundandabout.co.uk)

## 2. What Information Does The Organisation Collect?

The organisation collects a range of information about you, this is known as personal data (Article 6). This is any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

In addition 'Special categories' (Article 9) of personal data (sensitive personal data) may be collected and processed. This relates to racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic data, biometric data, sexual orientation and whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.

List below are examples of personal data and special categories of personal data:

- 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 remuneration, including entitlement to benefits such as pensions or insurance cover;
- Information about your nationality and entitlement to work in the UK;
- Information about your criminal record (DBS);
- Information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments as part of the recruitment process;
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

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

In some cases, the organisation may 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 criminal records checks permitted by law. The organisation will seek the above information only once a job offer to you had been made and will inform you that it is doing so.

Data will be stored in a range of different places, including in your application record, in the organisation's HR management systems and in other IT systems (including the organisation's email system).

## **2.1. Why Does The Organisation Process Personal Data?**

The organisation 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 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 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.

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

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 may keep your personal data on file in case there are future employment opportunities for which you may be suited for 6 months.

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.

## **2.2. Who Has Access To The Personal 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 and other staff whom need access to the data because it 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.

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

## **2.3. 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.

## **2.4. For How Long Does The Organisation Keep Your Data**

If your application for employment is unsuccessful, the organisation will hold your data on file for six month period after the end of the relevant recruitment process.

If you agree to allow the organisation to keep your personal data on file, the organisations will hold your data on file for a further twelve 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.

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.

## **2.5. Your Rights**

You, the data subject has the rights to:

- Access and obtain a copy of your data on request
- Require the organisation to change incorrect or incomplete data
- Require the organisation 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 organisation is relying on its legitimate interests as the legal ground for processing

If you would like to exercise these rights, Rachel Wakefield, Round & About Publications Ltd, Windrush Innovation Centre, Howbery Business Park, Benson Lane, Wallingford. Email: [rwakefield@roundandabout.co.uk](mailto:rwakefield@roundandabout.co.uk)

If you believe that the organisation has not complied with your data protection rights, you can complain to the supervisory authority.

## 2.6. 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.

## 2.7. Automated Decision-Making

Recruitment processes are not based solely on automated decision-making.

## 3. Revision History

Version	Date	Revision Author	Summary Of Changes
1	April 2018		Implementation