



RECRUITMENT PRIVACY NOTICE

PRIVACY NOTICE – JOB APPLICANTS FEBRUARY 2022

1. What is the purpose of this document?

- 1.1. Haberdashers' Adams is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

2. Data protection principles

- 2.1. We will comply with data protection law and principles, which means that your data will be:
 - 2.1.1. Used lawfully, fairly and in a transparent way.
 - 2.1.2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
 - 2.1.3. Relevant to the purposes we have told you about and limited only to those purposes.
 - 2.1.4. Accurate and kept up to date.
 - 2.1.5. Kept only as long as necessary for the purposes we have told you about.
 - 2.1.6. Kept securely.

3. The kind of information we hold about you

- 3.1. In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:
 - 3.1.1. The information you have provided to us in your Application Form and covering letter.
 - 3.1.2. Any information you provide to us during an interview.
 - 3.1.3. Any information you have provided to us if you have been required to sit a psychometric or numeracy test.

4. How is your personal information collected?

- 4.1. We collect personal information about candidates from the following sources:
 - 4.1.1. You, the candidate.

- 4.1.2. Various recruitment agencies, from which we collect the following categories of data: name and professional profile e.g. employment history and qualifications.
- 4.1.3. Your named referees, from whom we collect the following categories of data: name, role and commencement and termination dates and general indication of your performance.

5. How we will use information about you

- 5.1. We will use the personal information we collect about you to:
 - 5.1.1. Assess your skills, qualifications, and suitability for the role.
 - 5.1.2. Carry out background and reference checks, where applicable.
 - 5.1.3. Communicate with you about the recruitment process.
 - 5.1.4. Keep records related to our hiring processes.
 - 5.1.5. Comply with legal or regulatory requirements.
- 5.2. It is in our legitimate interests to decide whether to appoint you to role since it would be beneficial to our business to appoint someone to that role.
- 5.3. We also need to process your personal information to decide whether to enter into a contract of employment or another contract for services with you.
- 5.4. Having received your Application Form, supporting statement and covering letter we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If you are shortlisted, we will then take up references.

6. If you fail to provide personal information

- 6.1. If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

7. How we use particularly sensitive personal information

- 7.1. If you disclose to us any medical information, information about any disability or any other particularly sensitive personal information we may use this information in the following ways:
 - 7.1.1. We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example, whether adjustments need to be made during a test or interview.

7.1.2. We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

8. Automated decision-making

8.1. You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

9. Data sharing

9.1. Why might you share my personal information with third parties?

9.1.1. We will only share your personal information with any recruitment agencies, only when that was the original source of your application, for the purposes of processing your application. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

10. Data security

10.1. 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, agents, contractors 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.

10.2. 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.

11. Data retention

11.1. We will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you to a post or after you have provided us with your Application Form and covering letter. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way.

11.2. In addition, we may retain your details on the basis that a further opportunity may arise in the future and we may wish to consider you for that. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

12. Rights of access, correction, erasure, and restriction

12.1. Under certain circumstances, by law you have the right to:

- 12.1.1. Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- 12.1.2. Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- 12.1.3. Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- 12.1.4. Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- 12.1.5. Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- 12.1.6. Request the transfer of your personal information to another party.

12.2. If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our Data Protection Officer in writing (details below).

13. Contact Details and Complaints

13.1. We have appointed a Data Protection Officer to oversee compliance with this Privacy Notice. If you have any questions about this Privacy Notice or how we handle your personal information, please contact the Data Protection Officer. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Report on-line: <https://ico.org.uk/concerns/> or Call 0303 123 1113 or write to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

13.2. DPO Contact details:

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