

## **Job applicant privacy notice**

**Data controller:** Helm Squared, Poseidon House, Neptune Park, Plymouth, Devon PL4 0SJ

**Data protection officer:** Jon Catney, Helm Squared, Poseidon House, Neptune Park, Plymouth, Devon PL4 0SJ

As part of any recruitment process, we collect and process personal data relating to job applicants. We're committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

### **What information do we collect?**

We collect a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number
- Details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including benefit entitlements
- Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK

We 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.

We'll also collect personal data about you from third parties, such as references supplied by former employers. We'll seek information from third parties only once we've made you a job offer and we'll inform you that we're 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).

### **Why do we process personal data?**

We need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that it is complying with its legal obligations. For example, we're legally required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for

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employment and decide who to offer a job to. We may also need to process data from job applicants to respond to and defend against legal claims.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

We won't use your data for any purpose other than the recruitment exercise for which you have applied.

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

Your information will 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 if access to the data is necessary for the performance of their roles.

We won't share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We'll then share your data with former employers to obtain references for you.

We won't transfer your data outside the European Economic Area (EEA).

### **How do we protect data?**

We take the security of your data seriously. We have 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.

### **How long do we keep your data for?**

If your application for employment is unsuccessful, we'll destroy your data on file immediately after we have filled the vacancy.

If your application for employment is successful, we'll transfer any personal data gathered during the recruitment process to your personnel file and retain this during your employment, and for 6 years after you leave the business.

### **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 us to change incorrect or incomplete data
- Require us 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 we're relying on our legitimate interests as the legal ground for processing; and
- Ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data

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If you'd like to exercise any of these rights, please contact us at [jobs@helmsquared.com](mailto:jobs@helmsquared.com).

If you believe that we've not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You're under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you don't provide the information, we may not be able to process your application properly or at all.

### **Automated decision-making**

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