

Job Applicant Privacy Notice

Shaw Gibbs will collect and process personal data relating to job applicants as part of the recruitment process. The company is committed to being transparent about how it collects and uses that data and how we meet our data protection obligations.

For the purposes of this policy, Shaw Gibbs is the 'Data Controller'.

What information does the organisation collect?

The organisation collects a range of information about you. This includes but is not limited to:

- 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 the organisation needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the UK; and
- Proof of identity.

The organisation collects 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, including online tests.

The organisation uses web based platforms to contact candidates and for candidates to apply for a job at Shaw Gibbs including but not limited to Indeed.co.uk and LinkedIn.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers and/or personal references. The organisation will normally only seek information from third parties only once a job offer to you has been made and we will inform you that we are doing so in advance. For some roles, we may be required by law or for regulatory purposes to collect further information including financial checks, criminal convictions and offenses and/or other background checks. Again, we would only collect this information after informing you that we intend to do so. 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.

Data will be stored in a range of different places, including on in our secure electronic HR files and other IT systems (including email).

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

The organisation does not request any other form of 'special categories of data' during the recruitment process i.e. we do not request data about age, ethnic origin, sexual orientation, health or religion or belief.

For some roles, the organisation is obliged to seek information about criminal convictions and offences.

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.

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, should this be required for the role we are offering you..

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

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.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. However, as there may be future employment opportunities within the organisation for which you may be suited, the organisation may ask for your consent to keep your personal data for 12 months for this purpose and you are free to withdraw your consent at any time. 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 employee privacy and data protection 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 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; and
- ask the organisation 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.

If you would like to exercise any of these rights, please contact our HR team hr@shawgibbs.com and/or Kerry Whitfield, the HR Manager on 01865 292261. You can make a subject access request by completing the organisation's subject access request form, a copy of which is located on our Careers

page on our company website or you can request a copy from our HR team. If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

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.

Automated decision-making

Our recruitment processes do not use automated decision-making.

Further information

If you have any questions about this privacy notice please contact our HR team on 01865 292260.