

(QMF 04.48) Privacy Notice – Job Applicant

This Job Applicant Privacy Notice is Compliant with the GDPR.

Data Controller: Cole Easdon Consultants Ltd - Unit 2, York House, Edison Park, Dorcan Way, Swindon, Wiltshire, SN3 3RB

Data Protection Officer: Ewa Dennehy – EDennehy@coleeasdon.com

As part of any recruitment process, Cole Easdon Consultants Ltd (CE) 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.

What Information does CE Collect?

The organisation collects 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 CE needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

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

CE may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks.

CE will seek information from third parties only once a job offer to you has been made and will inform you that it is 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 Does CE Process Personal Data?

CE 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.

CE 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. CE may also need to process data from job applicants to respond to and defend against legal claims.

For some roles, CE 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.

CE will not use your data for any purpose other than the recruitment exercise for which you have applied.

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Who has Access to Data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes the administration and finance team, interviewers involved in the recruitment process, managers in the business area with a vacancy, Directors and IT staff if access to the data is necessary for the performance of their roles.

CE 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.

CE will not transfer your data outside the European Economic Area.

Automated Decision-Making

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

How does CE Protect Data?

CE 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.

Refer also to:

- [\(QMF 04.20\) Security & Privacy of Data](#); and
- [\(QMF 04.46\) Policy – Human Resources Data Retention](#).

For How Long does CE Keep your Personal Data?

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

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

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 CE to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- 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 any of these rights, please contact Ewa Dennehy – EDennehy@coleeasdon.com.

If you believe that CE has not complied with your data protection rights, you can complain to Ewa Dennehy – EDennehy@coleeasdon.com (the Data Protection Officer). If the Data Protection Officer is unable to resolve your complaint to your satisfaction, you can also contact the Information Commissioner's office.

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What if You do not Provide Personal Data?

You are under no statutory or contractual obligation to provide data to CE 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.