



Privacy Notice for Job Applicants

This privacy notice is provided by **Berry & Escott Engineering Ltd** (the “Company”, “we”, “our” or “us”).

Why we are providing this Privacy Notice

This notice explains what personal information we collect about you and how we use that information. We have also included some information about your rights.

We are committed to protecting your personal information and acting in accordance with your rights under data protection law.

What information we collect about you

As part of any recruitment process, we collect and process personal data including:

- 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, and benefits
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK
- information about a previous employment provided by a referee whose details you have supplied.

We may collect this information in a variety of ways. For example, data might be contained in an application form, curriculum vitae (CV), obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Where we store your information

Data will be stored in a range of different places, including in our recruitment files, in our applicant database or other IT systems (including email). We have internal 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 we use your information

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process.

- We will use the information provided on your application form (and any supplementary information submitted by you) in order to consider whether to invite you for an interview and / or offer you a position or apprenticeship for which you have applied.
- We will use your email or postal address in order to communicate with you about progress with your application.
- We will use information which you choose to give about your gender, ethnicity and / or any disabilities that you may have in order to monitor the effectiveness of our Equality and Diversity Policy.
- We need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.
- We may also need to process data from job applicants to respond to and defend against legal claims.

Who we share your information with

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR 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 will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you.

How long we keep your information for

If your application is unsuccessful, we may keep your personal data on file in case there are future employment opportunities for which you may be suited, but for a period not longer than 6 months after the relevant recruitment process.

We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

At the end of the 6 month period, or earlier if you withdraw your consent, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your employee record (electronic and paper based) 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

You have the following rights under data protection law;

- **Right of Access** - You have the right to see information that is held about you and to have a copy provided to you.
- **Right to Rectification** - If at any point you believe that the information we hold about you is wrong, you can ask to have it corrected.
- **Right to Restrict or Object** - You have the right to restrict or object to our processing of your information in certain circumstances, for example, whilst a complaint about its accuracy is being resolved.

- **Right to Withdraw Consent** - Where you have given us your consent to processing your information, you can withdraw that consent at any time.
- **Right to be Forgotten** - You can request that your information is deleted altogether, although the Company can override this request in certain circumstances.
- **Right of Data Portability** – You have the right to obtain, move or transfer your personal information to you or a named third party.

You can exercise any of these rights by contacting the Company's Data Protection Officer – **Lisa Young (lisa@berryscott.co.uk)**.

If you believe that we have not complied with the requirements of data protection law, you should contact the Information Commissioner in the UK (www.ico.org.uk).

This privacy notice was last updated on **14 May 2018**.