

# Privacy notice for job applicants

R01-00 23 May 2018

This Policy describes how we collect and process the personal data you may provide us when you apply for a job with us through our websites, or by any other means. It also explains how we'll store and handle that data, and keep it safe.

## Introduction

HR Wallingford Limited is a company registered in England under number 02562099. Our registered office is at Howbery Park, Wallingford, Oxfordshire OX10 8BA, United Kingdom.

For simplicity, throughout this Notice, "we", "us", "our" refers to HR Wallingford Limited, our parent company, our subsidiary companies and affiliates.

We are committed to respecting your privacy and recognise your need for appropriate protection and management of any personal data you share with us.

We keep our Privacy Notice under regular review and we will publish updates on this web page. This Privacy Notice was last updated 23 May 2018.

## How to contact us

If you have any questions regarding your personal data and how we may use it, including any queries relating to this Policy, please contact [dataprotection@hrwallingford.com](mailto:dataprotection@hrwallingford.com).

## Collecting personal data

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;
- and information about your entitlement to work in the proposed place of employment
- CCTV images should you attend Howbery Park for an interview
- And where applicable, information provided by a third party involved in your recruitment such as a recruitment agency

We may 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 (but not online tests).

We may also collect personal data about you from third parties, such as references supplied by former employers. HR Wallingford will seek information from third parties only once a job offer has been made to you and you have provided consent on the application form.

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. In some cases, HR Wallingford 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 proposed place of employment 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 employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

## Who has access to data?

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

## Do we transfer your personal data outside the EEA?

We operate globally and have offices and subsidiaries in locations such as the USA, China, Australia, Italy, India, UAE and Malaysia. For specific situations we may from time to time transfer your personal data from within the European Economic Area (EEA) to our offices outside of the EEA or to other people or companies. To safeguard your personal data we ensure that all our offices, subsidiaries and affiliates enter into a group data protection agreement which will apply, where your data is transferred to one of them and which puts provisions in place to make sure that when your data is transferred it will be protected in the same way as it is protected before the transfer by us and we aim to put in place a data processing agreement with any third parties which will also ensure similar protection for your personal data.

## 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.

## For how long do we keep data?

If your application for employment is unsuccessful, we will hold your data on file for six months after the end of the relevant recruitment process. At the end of that, 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. In this case 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 HR Wallingford to change incorrect or incomplete data;
- require HR Wallingford 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 HR Wallingford is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact [dataprotection@hrwallingford.com](mailto:dataprotection@hrwallingford.com)

If you believe that HR Wallingford 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 HR Wallingford during the recruitment process. However, if you do not 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.

This notice will be published on our website and there will be a link to it in our email disclaimer.