

Candidate Privacy Notice

This Job Applicant Privacy Notice sets out what personal data Bromford holds about you, and how we collect and use it during and after the recruitment process. It applies to anyone who is applying to work for us, whether as an employee, worker, contractor, consultant, intern, volunteer, together referred to as 'Candidate' or 'you'.

Please note that we will not necessarily hold, use or share all of the types of personal data described in this Privacy Notice in relation to you. The specific types of data about you that we will hold, use and share will depend on the role for which you are applying, the nature of the recruitment process, how far you have progressed in the recruitment process and your individual circumstances.

We are required by Data Protection Law to give you the information in this Privacy Notice. It is important that you read the Privacy Notice carefully. Should your application be successful, we will provide you with an Employee Privacy Notice that explains how we deal with your personal data whilst you are working for us.

This Privacy Notice applies from 25 May 2018, when the General Data Protection Regulation comes into force. It does not give you any contractual rights. We may update this Privacy Notice at any time.

What information do we collect?

Bromford collects a range of information about you during the recruitment process, which 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 and benefits package.
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.
- Information about your eligibility to work in the UK.

How we may collect your personal data

Bromford may collect your data in a variety of ways. These include;

- CV's or Resumes.
- Your passport or other identity documents.
- Interviews or other forms of assessment.
- Employment or academic references.

Why do Bromford need to process your personal data?

Bromford will be required to process your personal data for the following reasons;

- To process your application and correspond with you about it.
- To assess whether you have the required skills, experience, qualifications and training for a role with the Company.
- To make informed recruitment decisions.
- To check and demonstrate that you have the legal right to work in the UK.

- To ensure we are complying with our legal obligations.
- To seek information about criminal convictions and offences.
- To keep appropriate records of our recruitment process and decisions.
- For future employment opportunities.

What are our legal grounds for using your personal data?

Data Protection law specifies the legal grounds on which we can hold and use personal data.

We rely on one or more of the following legal grounds when we process your personal data;

- We need it to take steps at your request in order to enter into a contract with you, because by applying for a job with us you are effectively asking us to enter into a contract with you.
- We need it to comply with a legal obligation, e.g. the obligation not to discriminate during our recruitment process, or the obligation to not employ someone who does not have the legal right to work in the UK.
- It is necessary for our legitimate interests and your interests and fundamental rights do not override those interests. For example, it is in our legitimate interests to review and consider your personal data so that we can select the most appropriate candidate for the job.

Who will have access to your data?

Your information may be shared with various individuals internally for the purposes of the recruitment process. These individuals may include;

- The HR Department.
- The Recruiting Manager.
- Interviewers involved in the recruitment process.
- The Site Management Team.

We may share your information with our selected third party for the purposes of data processing a job application.

Bromford will not share your data with any other third parties, unless your application for employment is successful, in which case we will share your data with former employers to obtain references. This will be the case after we have made you a conditional offer of employment, and you have provided consent for us to contact your referees.

How will Bromford protect your data?

Bromford take the security of your data extremely 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.

CCTV

Some of our premises have CCTV and you may be recorded when you visit them during the interview process. CCTV is there to help provide security and to protect both you and Bromford. CCTV will only be viewed when necessary (e.g. to detect or prevent crime) and

footage is only stored temporarily. Unless it is flagged for review CCTV footage will be deleted after 30 days.

Bromford complies with the Information Commissioner's Office CCTV Code of Practice, and put up notices so you know when CCTV is in use.

How long will Bromford retain your data?

If your application for employment is unsuccessful, Bromford will hold your data on file for one year after the end of the relevant recruitment process for consideration for future employment opportunities. At the end of that period, 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 personnel file. The periods for which your data will be held will be provided to you in an Employee 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.
- Request that Bromford change incorrect or incomplete data.
- Request that Bromford delete or stop processing your data.
- Object to the processing of your data.

If you would like to exercise any of these rights, please email; HR@Bromfordindustries.co.uk

What if you do not provide your personal data

You are under no statutory or contractual obligation to provide data to Bromford during the recruitment process. However, if you do not provide the information, Bromford may not be able to process your application.

Document Revision History			
Revision Number	Date	Amendment	Document Owner
01	May 2018	First Issue	Data Protection Officer
02	January 2019	Second Issue	Data Protection Officer