



JOB APPLICANT PRIVACY NOTICE

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Document Control History

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Note: The working in this document reflects the requirement of the General Data Protection Regulation (GDPR), which will come into effect in the UK on 25 May 2018.

Data controller: Hadden Construction Ltd Millennium House, 1 Maidenplain Place, Aberuthven, PH3 1EL

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Privacy Notice

As part of any recruitment process, Hadden Group collects and processes personal data relating to job applicants. Hadden Group is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does Hadden Group collect?

Hadden Group collects and processes 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 Hadden Group needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

Hadden Group 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.

Hadden Group will also collect personal data about you from third parties, such as references supplied by former employers. Hadden Group 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).

IP addresses - when you visit our site, we will automatically receive your IP address, a unique identifier for your computer or other access device.

Why does Hadden Group process personal data?

Hadden Group 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, Hadden Group 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.

Hadden Group 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 Hadden Group to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

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

Hadden Group 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.

Where Hadden Group processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

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

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.

Hadden Group will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Hadden Group will then share your data with former employers to obtain references for you (only when explicit consent has been obtained from you).

Hadden Group will not transfer your data outside the European Economic Area.

How does Hadden Group protect data?

Hadden Group takes the security of your data seriously. Hadden Group has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where Hadden Group engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does Hadden Group keep data?

If your application for employment is unsuccessful, Hadden Group will hold your data on file for 6 months after the end of the relevant recruitment process.

At the end of that period 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.

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Recruitment agencies

Hadden Group will hold your data for an initial period of 6 months.

At the end of that period your data is deleted or destroyed.

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 Hadden Group to change incorrect or incomplete data;
- require Hadden Group 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 Hadden Group is relying on its legitimate interests as the legal ground for processing; and
- ask Hadden Group to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Hadden Group's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Amanda Cramb, HR Manager via email acramb@hadden.co.uk. You can make a subject access request by completing Hadden Group's form for making a subject access request.

If you believe that Hadden Group 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 Hadden Group during the recruitment process. However, if you do not provide the information, Hadden Group may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Notification of changes to this policy

If we decide to change our Job Applicant Privacy Policy, we will post these changes on our website, so you know what information we collect and how we use it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will tell you. You will have a choice as to whether or not we use your information in this different manner.