

Job Applicant Privacy Notice

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

We process your personal data which includes (but not limited to);

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your entitlement to work in the UK;
- Information about your current level of remuneration, including benefit entitlements; and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation and health

The Company collects this information in a variety of ways. For example, data might be contained in application forms, CV's, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Data will be stored in a range of different places, including your application record, in HR and Payroll management systems and on other IT systems (including email).

Why does the Company 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, the Company needs to process data to ensure that it is complying with its legal obligation. For example, it is required to check successful applicant's eligibility to work in the UK before employment starts.

The Company 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 Company to manage the recruitment process and to assess and confirm a candidate's suitability for employment.

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 contained in the Employee Handbook.

If your application is unsuccessful, the Company will keep your personal data on file in case there are future employment opportunities for which you may be suited. The Company will keep this data, held securely, for a maximum of six months.

Our Data Protection Officer is Barrie Smith (DPO@paydens.com)