

Job Applicant Privacy Notice



Contents

1 Introduction	3
Policy Statement	3
Principles	3
2 Lawful basis for processing applicant data	3
Why does CEC process personal data.....	2
3 Key Information	4
Who has access to your personal data.....	4
Sharing your personal data.....	4
How long will we keep your data.....	4
How we will keep your data secure.....	4
4 Policy Specific Sections	5
Your Information Rights	5
Contacts.....	5
5 Document Control	Error! Bookmark not defined.
Heading: Calibri size 14	Error! Bookmark not defined.
Subheading: Calibri size 12.....	Error! Bookmark not defined.

1 Introduction

Statement

CEC's recruitment process requires the collection and processing of personal data relating to job applicants. Where we engage a third party to recruit on our behalf they will provide applicant data to CEC as part of the recruitment process. Any personal data provided to the recruitment agency is subject to their own Data Privacy Notice. Applicant personal data provided to CEC by an agency will be subject to this Notice and handled in line with our CEC's data protection obligations. This policy has been developed to outline the purpose for collecting data, the types of data that is stored, who has access to this data, how data is processed and secured, retention periods and your rights to access your data.

Principles

This is done in line with the UK GDPR and the data privacy principles set out the Data Protection Act 2018 and cover:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability.

2

LAWFUL BASIS FOR PROCESSING OF JOB APPLICANT DATA

Why does the CEC process personal data?

Purpose of processing	Data processed and Documents required	Legal Basis for processing
Recruitment Process	Name, gender, address, phone number, date of birth, and email address, national insurance number and bank details if you are successful. Your passport, driving license, photographs and electronic signatures. Nationality, preferred language, and details of any accessibility requirements. Your health, race, ethnic origin, religion, sexual orientation, which we only use to comply with equality and diversity requirements as an employer.	Legitimate Interest

	Your CV, resumes, application forms, references, records of qualifications, skills, training and other compliance requirements. Records of when you contact us, this includes emails, webchats and phone conversations.	
Recruitment Process	Pre employment checks including your right to work. We carry out criminal record checks using the Disclosure and Barring Service.	Legitimate Interest

3 | KEY INFORMATION

Who has access to your personal data

Your information may 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.

Sharing your personal data

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, employment background check providers to obtain necessary background checks

How long we will keep your data

If your application for employment is successful, CEC will then use your personal information to manage and administer its employment relationship with you. Personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment for the purpose of fulfilling your employment contact with us.

If your application is unsuccessful, CEC will retain your personal information for 6 months from the date on which the relevant recruitment campaign is closed. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

This is for the following reasons:

- To respond to correspondence, concerns or complaints
- To maintain records according to rules that apply to us (for example employment law)
- To establish and defend any legal rights

If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. You will be asked when you submit your CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

How we will keep your data secure

CEC takes the privacy of job applicants very seriously and has a range of robust policies, processes and technical measures in place to safeguard their personal information.

Access to systems that hold recruitment related information is restricted to authorised personnel through the use of unique identifiers and passwords. Your information is stored on systems that are secure and protected.

Anyone with access to personal information held in CEC's systems is required to complete privacy and data protection training on regular basis.

4 | Policy Specific Sections

Your Information Rights

As a data subject, you have several rights. You can:

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

Contacts

If you would like to exercise any of these rights, please contact DPO@careersandenterprise.co.uk

If you believe that the CEC has not complied with your data protection rights, you can make a complaint to the Information Commissioner at <https://ico.org.uk/> and follow the guidance in the tab entitled "Make a complaint" or by calling them on 0303 123 1113.

5 | Review dates

Version Number	Updated on	Next review date
Version 2	15/04/21	April 2022

The Careers & Enterprise Company

2-7 Clerkenwell Green Clerkenwell

London EC1R 0DE

careersandenterprise.co.uk

