



## **PRIVACY NOTICE - JOB APPLICANTS**

Chesamel collects and processes personal data relating to job applicants as part of the recruitment process. This document sets out how we collect and use that data in accordance with our obligations under the General Data Protection Regulation (GDPR).

### **Type of Information Collected**

As part of the application process, we may collect some or all of the following information about you:

- Name
- Telephone number, address, email address
- Employment history
- Qualifications
- Salary details
- National Insurance Number
- Date of Birth
- References
- Evidence of Right to Work in UK (e.g. passport/visa)
- Details of any disability which may be required in order for us to make reasonable adjustments for interview
- Criminal Record (we will only collect this data where it is appropriate given the nature of the role and where the law permits us).
- Emergency Contact Details (these will only be collected at this stage if you need to attend part of your interview abroad)

### **Where do we store the information?**

Your information will be stored securely in our electronic HR management systems and other IT systems including email.

### **Why do we process your data?**

We will usually need to process your data to meet our legitimate business interests in entering a contract with you or assessing your suitability for employment. For example, once we have completed the initial recruitment stages, we will carry out reference checks with your former employers. You will be informed prior to this happening. We may also need to process your data in order to meet our legal obligations, e.g. we will also need to assess your eligibility to work in the UK by checking and retaining a copy of your identification documents. For certain roles, we will carry out a criminal records check so we will again check and retain a copy of identification documents and we will request special categories of personal data (aka sensitive personal data) for this purpose.

We may also process special categories of data regarding whether or not you are disabled so that we can ensure we meet our legal obligations under the Equality Act 2010.

### **Who has access to your data and who is it shared with?**

Only the HR team, managers involved in the recruitment process, and Chesamel employees who have a legitimate requirement relating to their role will have access to your data. We will not share your data externally with the exception of 1) contacting referees (whereby you will be notified in advance) 2) sharing your data with a client where you have applied for a role which is embedded at their organisation and 3) completing pre-appointment criminal records checks for certain roles (your consent will be obtained).

Your data will not be shared with any other agencies or organisations unless we are legally required to do so or you are successful at which point it will be shared with those organisations required in order to set up and fulfill your contract (e.g. our payroll / benefits companies, HMRC, pension provider). You will be issued with a separate privacy notice at that time.

### **How long will we hold your data?**

If you are successful, your data will be transferred to your personnel file and will be retained during your employment or engagement with Chesamel and for a period of time afterwards (which will vary depending on the employment relationship). You will be provided with the relevant privacy notice at that time.

If you are unsuccessful, we will usually keep your data for up to 12 months in case we wish to contact you again in the future regarding other employment opportunities or in the rare case that you feel you have been mistreated by Chesamel and wish to make a complaint either to us or to an employment tribunal. If you would like us to remove your data following an unsuccessful application, you are able to write to us at any time to request this.

### **What are your rights in relation to your own data?**

You can:

- Ask Chesamel for a copy of the data we hold on you (we have a separate Subject Access Request policy and all requests for data will be dealt with in line with this);
- Ask Chesamel to change incorrect or incomplete information;
- Ask Chesamel to delete your data or to stop processing it, in certain circumstances, if you feel it is no longer necessary that we hold or process that data;
- Ask Chesamel to transfer the data we hold on you to another party.
- Complain to the ICO if you feel that Chesamel have not complied with your rights under GDPR.