

## Privacy Notice: Recruitment

This Privacy notice covers the information collected and processed during our recruitment process, which is up to the first day of employment.

### The Lawful Basis under which we process your information

1. We will rely on your *consent* to process the information contained in A) below which is collected at the outset of the recruitment process.
2. Information and documentation contained in B) below to establish your right to work is processed by us as we are *legally obliged* to do so.
3. In respect of C) - medical information, the basis for us processing this will be *consent*.
4. Information contained in D) in relation to criminal record checks, which are relevant for some roles, will be processed on the basis that we are *legally obliged* to do so or consent will be obtained, if required and information around Security Checks will be processed on the basis of it being needed for a *Public Task*.
5. Once a position has been found for you, we will process the data contained in A) and E) below ie your personal data, including financial information, for the purpose of you entering into a *contract* to fulfil your role and to enable us to pay you, depending on the specific contractual arrangements and circumstances.
6. For the purposes of paying you, where relevant, we are legally obliged to provide information to HMRC.
7. Once a placement has been secured, we may also process your data on the basis of our legitimate interests i.e. for administrative purposes.

### The information we collect and process

calfordseaden is the 'Controller' of the personal data you provide to us. The information we collect may include:

- A) Name; postal and email addresses; telephone numbers (work, home and mobile); work history; job preferences; other job related history (eg education or training), date of birth; a log of our communications with you by email, letter and telephone; diversity monitoring information; full details of job offers and placements; any other work related information you provide, for example, education or training certificates, and references.
- B) Evidence of your right to work in the UK (eg passport or birth certificate or other visa or residence permits).
- C) Medical information.
- D) Outcome of criminal record checks and security clearance for certain roles.
- E) Financial information (including but not limited to bank details, HMRC data and national insurance number).

### How we collect this information

The information about you that we collect will have been provided by you, either by submitting your details through our applicant tracking system, which is provided by Easyweb Group\* or by you sending or giving your details to us directly. The information may also have been provided by a third party on your behalf, such as a Job Board Company or another employment business or agency. In the case of references, these will be from your previous employer, education institute or a named person you have chosen to provide a character reference. The outcome of criminal record checks and security clearance checks, where relevant, will be supplied by the Disclosure and Barring Service or other external company applicable to the placement. Diversity monitoring information will be provided by you by completing our Diversity Monitoring form.

\*Easyweb Group's Privacy Policy can be found at: <https://www.easywebgroup.co.uk/privacypolicy/>

**Why we need it**

This information is used to match your skill sets with job vacancies that you have applied for and for other vacancies that we have that we think will most suit you. We will use this information to keep you informed of available opportunities as they arise, to establish that you have the right to work in the UK, to undertake relevant security and criminal record checks as required by our clients and as permitted by law, to put in place contractual arrangements and documentation once a role has been secured and to arrange to pay you. We will use the diversity monitoring information you have provided for the purposes of ensuring we continue to recruit, train and promote a diverse workforce and that there are no unnecessary barriers to success within our organisation.

**What we do with it**

All the personal data we process is processed in the UK and the hosting and maintenance of this information is located on servers within the European Union.

**How long we keep it**

For the purposes of recruitment, we will keep your information for 6 months. After 5 months you will be informed that your data will be deleted and will be given the option to opt in for a further 6 months. If you do nothing your data will be deleted after 6 months. Where you have applied for a role have subsequently become an employee, the Privacy Policy for employees will apply

**What are your rights?**

You have the right at any time to ask for a copy of the information we hold on you. You can also ask us to erase all your information, to stop processing it (which also means we can't delete it), to object to our use of it or to ask for the data we hold on you to be made available to you for you to reuse for your own purposes across different services. If at any point you believe the information we process on you is incorrect you may request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Representative who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Our Data Protection Representative is Matt Williams and you can contact him at [mwilliams@calfordseaden.com](mailto:mwilliams@calfordseaden.com)