

Privacy Statement for Job Applicants

Data controller: Alstons

As part of any recruitment process, Alstons (the Company) collects and processes personal data relating to job applicants. Alstons are committed to being transparent about how we collect and use this data and to meeting our data protection obligations.

What information do we collect?

The Company collects 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 pay and remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment and selection process; and
- information about your entitlement to work in the UK.

We may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

We may also collect personal data about you from third parties, such as references supplied by former employers. The Company will seek information from third parties only once a job offer has been made to you and will inform you that it is doing so.

Data will be stored in a range of different places, including in our recruitment files, in HR management systems and on other IT systems (including email).

Why do we process personal data?

The Company needs to process data to take steps, at your request, prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is a requirement to check a 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 us to manage the recruitment and selection process, assess and confirm a candidate's

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suitability for employment and make decisions about job offers. We may also need to process data from job applicants to respond to and defend legal claims.

The Company may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, we may keep your personal data on file in case there are future employment opportunities suitable for you. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment and selection process. This includes members of the HR team, interviewers involved in the selection 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.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. The Company will then share your data with former employers to obtain references for you. We may also ask you to undertake a medical assessment in which case you will provide information directly to our Occupational Health provide, Gipping Occupational Health.

We will not transfer your data outside the European Economic Area.

How does Alstons protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does Alstons keep data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will do so for a further 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted and destroyed.

If your application for employment is successful, personal data gathered during the recruitment and selection 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.

Your rights

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

- access and obtain a copy of your data on request;

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- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

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

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

Automated decision-making

Recruitment and selection processes are not based solely on automated decision-making.