

Job Applicant Privacy Notice

What this privacy notice covers

When applying for a job with Compass Point Business Services (CPBS) we will process personal data about you and we may retain this in paper or electronic format.

CPBS is the Data Controller and processor responsible for the personal data you provide in relation to applying for a job and can be contacted at Data.Protection@cpbs.com or in writing to Data Protection Officer, Compass Point Business Services, Tedder Hall, Manby Park, Louth, Lincolnshire LN11 8UP.

This privacy notice applies to all job applicants, whether you apply for a role directly or indirectly through an employment agency.

Data we collect

We collect and process a range of data during a recruitment process including:

- Your name, address and contact details, including email address and telephone number
- Details of your qualifications, skills, employment history and experience
- Data about your current remuneration
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- Data about your entitlement to work in the UK

Our lawful basis for processing

Your personal data will be processed under Article 6(1)(b) of the General Data Protection Regulation (GDPR) for the purposes of your employment contract. Even if you are not successful in the recruitment process and do not enter into a contract of employment with us these pre-contract negotiations allow us to process your personal data lawfully.

Where we process Special Category Data relating to a disability, we do so to allow us to make reasonable adjustments for candidates in order to carry out our obligations in relation to employment practices. This can be related to Article 9.2(b) of the GDPR.

How we collect your data

We collect data 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 formal assessment. We may collect personal data about you from third parties, such as references, data from employment background check providers and data from criminal records checks. We will only seek data from third parties once a job offer to you has been made and we will inform you that we're doing so.

What we use your personal data for

We will use the personal data you provide to process your application.

We will use data relating to disabilities to make reasonable adjustments for candidates.

Sharing your data

We may need to share the data you have provided with:

- Referees, such as previous employers or education providers, for the purpose of seeking references
- Disclosure and Barring Service
- Occupational Health Provider
- Other Government Agencies, HMRC, CSA

We are also required to check individual's immigration status (as applicable) with Government Agencies if your status requires confirmation.

We will not share your personal data in any way other than as stated above unless there is a lawful reason for doing so.

How long your data is kept for

If you are successful in your application, the data you provide will become part of your employment file and will be retained until 6 months after your probationary period has passed as outlined in the CPBS HR retention policy.

If you are unsuccessful in the recruitment and selection process, your application will be kept for six months from the date of interview for consideration for future employment opportunities. Your data is destroyed at the end of that period.

Your rights

You have certain rights under the GDPR including asking us to correct anything that is wrong, asking for a copy of your records (unless the law permits us not to give them all to you) and to ask for certain records to be deleted, again, if the law allows.

Further information about your rights is available on the website of the Information Commissioner's Office.

If you want to exercise your rights or have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Alternatively, you can contact the Information Commissioner's Office.

Complaints

Any queries regarding your data should be addressed to HR in the first instance at:

PersonnelGeneral@cpbs.com



If the matter cannot be resolved then you may make a complaint to the Data Protection Officer and then to the Information Commissioners Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

For further information on our Data Protection Policies please go to <http://www.cpbs.com/privacy>