

Applicant Privacy Notice

As part of any recruitment process, the company collects and processes personal data relating to job applicants. The company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. It applies to all job applicants who submit personal data in the form of CVs, and cover letters to Thames Valley Berkshire LEP, speculatively or in response to a job advertisement.

What information does the company 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 remuneration;
- whether or not you have a disability for which the company needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

The company collects this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The company will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records check if appropriate for the role.

The company will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the company process personal data?

The company needs to process your data to enter into a contract with you. In some cases, the company needs to process data to ensure that it is complying with its legal obligations. For example, it is required 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 the company to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The company may also need to process data from job applicants to respond to and defend against legal claims.

The company processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the company processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of

equal opportunities monitoring - with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, the company is obliged to seek information about criminal convictions and offences. Where the company seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment or a volunteer position.

The company will not use your data for any purpose other than the recruitment exercise relevant to the role for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes the HR Advisor, those involved in the interview process, line managers with a vacancy and the Data Controller.

The company will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The company will then share your data with former employers to obtain references, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The company will not transfer your data outside the European Economic Area.

How does the company protect data?

The company takes the security of your data seriously. It has 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 the company keep data?

If your application for employment is unsuccessful, the company will hold your data on file for a 6-month period after the end of the relevant recruitment process.

If your application is speculative and we have no suitable vacancies, your personal data will be deleted or destroyed immediately

If your application for employment is successful, personal data gathered during the recruitment 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 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;
- require the company to change incorrect or incomplete data;
- require the company 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 company is relying on its legitimate interests as the legal ground for processing; and
- ask the company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the company's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Data Controller, abby@thamesvalleyberkshire.co.uk

You can make a subject access request by following the company's policy on Subject Access Requests, here <http://www.thamesvalleyberkshire.co.uk/privacy-policy>

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner, <https://ico.org.uk/concerns/>

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the company during the recruitment process. However, if you do not provide the information, the company may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.