

JOB APPLICANT PRIVACY NOTICE

Data Controller: HR Manager – 01925 737 545

As part of our Recruitment process, Cannon Fire Protection Ltd collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use such data and to meeting our data protection obligations.

What information does Cannon Fire Protection Ltd collect?

Cannon Fire Protection Ltd 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, including benefit entitlements
- whether or not you have a disability for which Cannon Fire Protection Ltd 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

Cannon Fire Protection Ltd collects this information in a variety of ways i.e. data might be contained in Application Forms, CVs or Resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Cannon Fire Protection Ltd 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 checks. We will also 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 Cannon Fire Protection Ltd process personal data?

Cannon Fire Protection Ltd needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, we need to process data to ensure we are complying with our legal obligations i.e. we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We have 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 process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We also process health information to support in making reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

We also process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

Cannon Fire Protection Ltd are also obliged to seek information about criminal convictions and offences, this is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

Cannon Fire Protection Ltd will not use your data for any purpose other than the recruitment exercise 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 members of the HR Department, Interviewers involved in the recruitment process, Managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their role.

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

Cannon Fire Protection Ltd will not transfer your data outside the European Economic Area.

How does Cannon Fire Protection Ltd protect data?

Cannon Fire Protection Ltd 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 which includes system restrictions such as encryption to data.

For how long does Cannon Fire Protection Ltd keep data?

If your application for employment is unsuccessful, we will hold your data on file for a period of 1-month after the end of the relevant recruitment process. If you agree to allow Cannon Fire Protection Ltd to keep your personal data on file, we will hold your data on file 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 or destroyed.

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 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
- require Cannon Fire Protection Ltd change incorrect or incomplete data
- require Cannon Fire Protection Ltd delete or stop processing your data i.e. where data is no longer necessary for the purposes of processing
- object to the processing of your data where you feel Cannon Fire Protection Ltd is relying on its legitimate interests as the legal ground for processing; and
- ask Cannon Fire Protection Ltd to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data

If you would like to exercise any of these rights, please contact the HR Department on 01925 737 545 or at hr@assetprotectiongroup.co.uk. You can make a Subject Access Request by completing our 'Subject Access Request Form' available from the HR Department.

If you believe Cannon Fire Protection Ltd 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 Cannon Fire Protection Ltd during the recruitment process. However, if you do not provide the information, Cannon Fire Protection Ltd may not be able to process your application properly or at all.

Automated decision-making

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