

# Privacy Notice: Applicants for Employment

**Date Created:**

**19<sup>th</sup> September 2018**

**Last Reviewed:**

**2023**

## Privacy Notice

Eacotts (the “Data Controller”) cares about the rights of the individuals we work with, and we intend to comply fully with all Data Protection Legislation, including the General Data Protection Regulation, the Privacy and Electronic Communications Regulation, and the Data Protection Act 2018.

This Privacy Notice is in compliance with our duty to inform Data Subjects of our processing activities, and applies to all applicants for employment. If you go on to be employed by Eacotts you will be provided with a separate Privacy Notice.

## What categories of Personal Data do we process?

We process the following kinds of information in relation to our applicants for employment:

- Personal contact details such as name, title, address, telephone numbers, and personal email addresses
- Date of birth
- Gender
- Nationality
- Signature
- Next of kin and emergency contact information
- National Insurance number
- Salary, annual leave, pension and benefits information
- Location of employment or workplace
- Copies of driving licence and passport
- Qualification certificates
- Reference details and their opinions about your performance in former roles
- Right to work documentation
- information included in a CV or cover letter or as part of the application process
- Employment history
- General Intelligence Assessments
- ‘Fit and Proper Person’ forms
- Pay history
- Photographs

We may also obtain information relating to any criminal convictions you disclose to us in your applicant documents or ‘Fit and Proper Person’ form. This data is processed under the terms of our Processing Sensitive Data Policy which can be made available on request.

## Why do we process this information?

We will only use your personal information for the purpose of your application for employment, or when we need to comply with a legal obligation.

We need the categories of information in the list above to process your application and comply with our legal obligations.

In some cases we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests.

## Situations in which we will use your personal information

The situations in which we will process your personal information are:

- Making a decision about your recruitment or appointment

- Determining the terms on which you work for us
- Checking you are legally entitled to work in the UK
- Assessing aspects of your intelligence which may be required for the role (only for appropriate positions)
- Ensuring you are a 'Fit and Proper Person' (only for appropriate positions)
- Administering a contract of employment if you are successful in your application
- Equal opportunities monitoring
- Making decisions about salary reviews and compensation
- Assessing qualifications for a particular job or task
- Preparing for any of your education, training and development requirements
- Dealing with legal disputes involving you
- To ensure we comply with safeguarding duties regarding vulnerable adults and / or children

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

### **Where did we collect this data from?**

We generally collect the information above from you directly, but we may also obtain information from the following sources as part of the recruitment process

- Employment agencies or businesses who have referred you to us
- Our service providers who administer testing platforms for us
- The Disclosure and Barring Service (DBS)
- Former employees or workers who may have recommended you

We will also collect information in the categories above in the course of your employment throughout the period you work for us.

### **Are you under any obligation to provide the Personal Data?**

Where we process Personal Data to comply with our legal obligations Data Subjects must provide this information.

If you fail to provide certain information when requested we may be prevented from complying with our legal obligations, or we may be prevented from achieving our legitimate interests as your employer.

### **Who do we share this information with?**

We will share your personal information with other entities in our group ie those entities under the control of the Eacotts partnership as part of our regular reporting activities on company performance, in the context of a business reorganisation or group restructuring exercise, for system maintenance support and hosting of data.

We may transfer your Personal Data to third-party services providers who process some information on our behalf and under our strict instructions ("Processors"). The processors we use provide the following kinds of services:

- IT services
- Accountancy services
- Web-based Customer Relationship Management software
- Cloud-based storage
- Outsourced HR
- Data Protection Consultancy
- Legal advisors

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service

providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

We may share your personal information with other third parties, for example with a regulator or to otherwise comply with the law.

We do not transfer your data outside the EU for any reason.

### **Will the information be used for automated decision making or profiling?**

While we operate online testing platforms, no applicant shall be subject to any Automated Decision Making, where a selection operation is conducted without human intervention. All test scores acquired during the course of recruitment will be reviewed by the recruiter.

### **How long do we keep this information?**

We retain Personal Data in compliance with our Retention Policy and Schedule for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Our Retention Policy and Schedule are available on request..

### **How do we keep this information secure?**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **What rights do you have?**

Data Subjects are entitled to request that we erase, restrict, rectify or provide you with a copy of the data we hold, and may object to processing activities.

It is our policy to fulfil any such request within the statutory period of one month unless there is a compelling legal or contractual obligation which prevents us from doing so.

To make any such request please contact our officer responsible for data protection whose contact details are Jeffrey Smith, jeffreysmith@eacotts.com, Eacotts, Grenville Court, Britwell Road, Burnham, Bucks, SL1 8DF 01628 665432

You also have the right to lodge a complaint with the UK's data regulator, the Information Commissioner's Office. Visit [www.ico.org](http://www.ico.org) for more information.

### **Our contact information**

Eacotts  
Grenville Court  
Britwell Road  
Burnham  
SL1 8DF  
01628 665432  
services@eacotts.com

### **Updates**

Eacotts will update this privacy notice to reflect any changes in our practices and services, as and when they occur. Any changes to our privacy notice will be notified on our website, and we will revise the "last updated" date at the top of the webpage.

If Eacotts make any material changes in the way we collect, use, and share personal data, details of these changes will be made to the privacy notice on the website. Eacotts recommend that you visit our website regularly to inform yourself of any changes in this privacy notice.