



# Privacy Notice for Job Applicants

23<sup>rd</sup> May 2018



**NOTE:** The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR), which came into effect in the UK on 25 May 2018.

**Data controller:** Tai Tarian Ltd  
Ty Gwyn  
Brunel Way  
Baglan Energy Park  
Neath  
SA11 2FP

**Data protection lead:** email [corporateservices@taitarian.co.uk](mailto:corporateservices@taitarian.co.uk) or telephone 01639 505854

## **Job Applicant**

As part of any recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting its data protection obligations.

# What information do we collect?

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We collect 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 the organisation 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.

We 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 will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. We will seek information from third parties only once a job offer to you has been made and will inform you that we are 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 do we process personal data?

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We need to process data to take steps at your request prior to entering into a contract with you. We 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, 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.

Where we rely on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and we have concluded that they are not.

We process health information if we need to make 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.

Where we 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.

We ask applicants to declare if they have unspent or pending criminal convictions and for some roles, we are obliged to seek disclosure for successful candidates through the Disclosure and Barring Service (DBS). Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

## Who has access to data?

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Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and OD team, interviewers involved in the recruitment process, managers in the business area with a vacancy, Occupational Health 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. 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.

## For how long do we keep data?

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If your application for employment is unsuccessful, we will hold your data on file for twelve months after the end of the relevant recruitment process. At the end of that period 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.

## Do we ever transfer your data outside of the European Economic Area?

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Much of the data that we process is held electronically with our servers located locally.

If data is transferred outside of the European Economic Area we will implement clear agreements to ensure that your privacy rights continue to be protected.

# What rights do you have?

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You have a number of rights under the General Data Protection Regulation (GDPR).

You have the right to:

- access the data that we process about you and, if you believe that the data is incorrect or incomplete;
- to informed on how we use your data;
- to have it corrected or deleted
- in certain circumstances, to block the processing of your data;
- to object to some types of processing including automated decision making; and
- to lodge a complaint to a supervisory authority - the Information Commissioner's Office for the UK.

If you wish to access the data we hold on you please refer to our subject access request process or contact us on the contact details above.

For more information on individual's rights, you may wish to visit the Information Commissioner's website:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>