

Asset International Structures

(A Division of Hill & Smith Ltd)

Job Application Privacy Notice

Key Summary

We process your personal information provided in the course of applying for a job with us in order to carry out our recruitment process and for no other purpose.

We share your information with suppliers who act on our behalf to carry out elements of our recruitment process such as recruitment consultants.

This notice explains what data we process, why, how it is legal and your rights.

About Us

The Company is aware of its obligations under the **General Data Protection Regulation (GDPR)** and current **data protection legislation** and is committed to processing your data securely and transparently. This privacy notice sets out, in line with data protection obligations, the types of data that we collect and hold on you as a job applicant. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

We take your privacy very seriously. We ask that you read this **Job Application Privacy Notice** carefully if you are applying for a job with us.

Data controller details

The Company is a data controller, meaning that it determines the processes to be used when using your personal data. If you have any queries please contact our privacy lead, details are as follows:

GDPR Privacy Lead, Asset International Structures, Suite 5 Brecon House, William Brown Close, Llantarnam Industrial Park, Llantarnam, Cwmbran, Torfaen, NP44 3AB. If you are sending an email please title it GDPR Privacy Lead, Asset International Structures: Email: recruitment@assetint.co.uk.

Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the course of your employment in ways that have been explained to you
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed

Types of data we process

We will hold many types of data about you, including:

- your personal details including your name, address, date of birth, email address, phone numbers
- your photograph
- gender
- marital status
- whether or not you have a disability
- information included in your CV including references, education history and employment history
- documentation relating to your right to work in the UK
- driving licence.

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How we collect your data

We collect **personal data** about you in a variety of ways including the information you would normally include in a CV or a job application form, competency form, cover letter, or notes made by our recruiting officers during a recruitment interview. Further information will be collected directly from you if we make you a conditional offer.

Additional **personal data** will be collected before deciding on whether we make you a final offer and before the start of your employment, for example, proof of your identity, proof of your qualifications, pre-employment health questionnaire, credit check (role dependant). Other details may be collected directly from you in the form of official documentation such as your driving licence, passport or other right to work evidence.

If we make you an offer and you accept the final offer

We will require further information from you in order to meet our obligations as an employer, such as your bank details so that we can pay your salary and next of kin details. How we process your information as an employee is set out in our **Employee Privacy Notice** which you will have access to when you start your employment.

Personal information provided by third parties

Most of the **personal data** we **process** about you when you apply for a job is information that you give us directly or is generated through the recruitment exercise. However, some information we gather from the third parties below.

Recruitment Agency: We fill some of our roles through recruitment agencies. If you apply for a role through them, they will pass us details of your name, contact details, CV, notes of interview with the agency.

Your former employer and other referees: If you apply for a role with us, we will contact your referees directly, using the details you provide in your application, to request a reference. You confirm that you have informed the relevant individuals accordingly.

Home Office: We may in certain circumstances need to seek confirmation from the Home Office that you have the right to work in the UK.

Personal information about other individuals: If you provide us with information about other individuals (e.g. your next of kin), you confirm that you have informed the relevant individuals accordingly.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Personal data is kept in personnel files or within the Company's HR and IT systems.

If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not be able to process, or continue with your application.

Pre-application

If you contact us with any questions prior to submitting an application for a job, we will keep a record of your name and contact details, as well as details of any question you have asked.

Assessment stage

If you are successful in our initial shortlisting stage, we may invite you for an interview, assessment day, or to complete online tests. Information will be generated by you and by us during this process. For example, you might complete written tests, undertake group exercises, take psychometric tests or we might take interview notes.

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Why we process your personal data

The law on data protection allows us to process your data for certain reasons only:

- in order to perform the employment contract that we are party to
- in order to carry out legally required duties
- in order for us to carry out our legitimate interests
- to protect your interests and
- where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data.

We need to collect your data to ensure we are complying with legal requirements such as:

- carrying out checks in relation to your right to work in the UK and
- making reasonable adjustments for disabled employees.

We also collect data so that we can carry out activities which are in the legitimate interests of the Company.

We have set these out below:

- making decisions about who to offer employment to
- making decisions about salary and other benefits
- assessing training needs
- dealing with legal claims made against us

If you are unsuccessful in obtaining employment, your data will not be used for any reason other than in the ways explaining in relation to the specific application you have made.

We have set out below a description about each of the legal grounds on which we process your personal data.

Reasons for processing your personal data

Necessary for our legitimate interests: We process some **personal data** if doing so is in our legitimate interests as an employer. In order to do so, we have considered the impact on your interests and rights and have put in place appropriate safeguards to ensure that the intrusion on your privacy is reduced as much as possible. You have the right to object to the **processing** of your **personal data** on this ground. See the section headed **your rights in relation to your data**.

Necessary for the compliance of a legal obligation: We have to process some of your personal data in order to comply with certain of our legal obligations.

Additional conditions for processing special categories of data

Necessary for compliance with our obligations under employment law: We have to process some special categories of data in order to comply with certain of our legal obligations.

Necessary for the purposes of occupational medicine, including the assessment of your working capacity as an employee: We will process information about your health in order to assess your medical capacity to perform the job you have applied for.

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Special categories of data

Special categories of data are data relating to your:

- health
- sex life
- sexual orientation
- race
- ethnic origin
- political opinion
- religion
- trade union membership and
- genetic and biometric data.

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

- you have given explicit consent to the processing
- we must process the data in order to carry out our legal obligations
- we must process data for reasons of substantial public interest
- you have already made the data public.

We will use your special category data:

- for the purposes of equal opportunities monitoring

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law. However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time. There will be no consequences where consent is withdrawn.

Criminal conviction data

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage; however, it may also be collected during your employment should you be successful in obtaining employment.

We process this data because of our legal obligation and lawful basis of consent to process this data.

Sharing your data

Your data will be shared with colleagues within the Company where it is necessary for them to undertake their duties with regards to recruitment. This includes, for example, the HR department, those in the department where the vacancy is who responsible for screening your application and interviewing you, the IT department where you require access to our systems to undertake any assessments requiring IT equipment.

In some cases, we will collect data about you from third parties, such as employment agencies.

Your data will be shared with third parties if you are successful in your job application. In these circumstances, we will share your data in order to obtain references as part of the recruitment process/obtain a criminal records check.

Transfers of your personal data outside the EEA

We may need to transfer your personal data outside the European Economic Area, for the purpose of assessing your application with companies within our group who are based in countries outside of the European Economic Area.

Any transfer of your data will be carried out in accordance with the law to safeguard your privacy rights and give you remedies in the unlikely event of a security breach or to any other similar approved mechanisms.

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Protecting your data

We are aware of the requirement to ensure that your **personal data** is protected against accidental loss, unauthorised disclosure, alteration, destruction, abuse and any other unlawful forms of **processing**. We have implemented processes to guard against such. We aim to ensure that the level of security and the measures adopted to protect your **personal data** are appropriate for the risks presented by the nature and use of your **personal data**. We follow recognised industry practices for protecting our IT environment and physical facilities.

Where we share your data with third parties, we provide written instructions to them to ensure that your **personal data** is held securely and in line with data protection requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

How long we keep your data for

In line with data protection principles, we only keep your data for as long as we need it for, and this will depend on whether or not you are successful in obtaining employment with us.

If your application for a job with us is unsuccessful or you do not accept our offer of employment, then we will delete all of your **personal data** gathered **during the recruitment exercise, six months after the relevant recruitment exercise has ended**. At the end of this period, we will delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be **deleted** or **destroyed** upon your withdrawal of consent: This is so that we can:

- (a) identify candidates who apply for multiple roles with us within that timeframe;
and
- (b) defend any legal claims arising from the recruitment process.

If your application for a job with us is successful and you start work as our employee, please see the **Employee Privacy Notice** for details of how long we will retain the data gathered during the recruitment exercise. If you apply for a new role with us when you are already our employee, this **Employee Privacy Notice** applies in respect of any new information gathered during that application process, and the **Employee Privacy Notice** continues to apply in respect of any information we already hold by virtue of you being a current employee.

Your rights in relation to your data

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

1. the right to be **informed**. This means that we must tell you how we use your data, and this is the purpose of this privacy notice.
2. the right of **access**. You have the right to access the data that we hold on you. To do so, you should make a subject access request.
3. the right for any **inaccuracies** to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it.
4. the right to have information **deleted**. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it.
5. the right to **restrict** the processing of the data. For example, if you believe the data, we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct.
6. the right to **portability**. You may transfer the data that we hold on you for your own purposes.
7. the right to object to the **inclusion** of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests.
8. the right to regulate any **automated decision-making** and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

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Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above please contact: **GDPR Privacy Lead, Asset International Structures, Suite 5 Brecon House, William Brown Close, Llantarnam Industrial Park, Llantarnam, Cwmbran, Torfaen, NP44 3AB.** If you are sending an email please title it **GDPR Privacy Lead, Asset International Structures Email: recruitment@assetint.co.uk**. If you are sending an email please title it: **Asset International Structures, GDPR Privacy Lead.**

We will respond to any rights that you exercise within a **month of receiving your request**, unless the request is particularly complex, in which case we will respond within **three months**.

Please be aware that there are exceptions and exemptions that apply to some of the rights which we will apply in accordance with the **Data Protection Laws**.

Right to object to processing of your personal data

You may object to us **processing your personal data** where we rely on a **legitimate interest** as our **legal grounds for processing**.

If you object to us **processing your personal data**, we must demonstrate compelling grounds for continuing to do so. We believe we have demonstrated compelling grounds in the section headed "**Why we process your personal data**". The key point to note is that without processing your data, we will not know as much about you which could affect our assessment of your suitability for a job with us.

Right to access personal data relating to you

You may ask to see what personal data we hold about you and be provided with:

- a copy of the personal data;
- details of the purpose for which the personal data is being or is to be **processed**;
- details of the recipients or classes of recipients to whom the personal data is or may be disclosed, including if they are overseas and what protections are used for those overseas transfers;
- the period for which the **personal data** is held (or the criteria we use to determine how long it is held); any information available about the source of that data; and
- whether we carry out an automated decision-making, or profiling, and where we do information about the logic involved and the envisaged outcome or consequences of that decision or profiling.

To help us find the information easily, please provide us as much information as possible about the type of information you would like to see.

Right to correct any mistakes in your information

You can require us to correct any mistakes in your information which we hold. If you would like to do this, please let us know what information is incorrect and what it should be replaced with.

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Right to restrict processing of personal data

You may request that we stop processing your personal data temporarily if:

- you do not think that your data is accurate. We will start processing again once we have checked whether or not it is accurate;
- the processing is unlawful but you do not want us to erase your data;
- we no longer need the personal data for our processing, but you need the data to establish, exercise or defend legal claims; or
- you have objected to processing because you believe that your interests should override our legitimate interests.

Right to erasure

You can ask us to erase your **personal data** where:

- you do not believe that we need your data in order to process it for the purposes set out in this Privacy Notice.
- if you had given us consent to process your data, you withdraw that consent, and we cannot otherwise legally process your data;
- you object to our processing, and we do not have any legitimate interests that mean we can continue to process your data; or
- your data has been processed unlawfully or has not been erased when it should have been.
- Rights in relation to automated decision making (note not relevant)
- We do not make any automated decisions about you so this right does not apply.

Right to data portability (note not relevant)

In some scenarios, you may ask for an electronic copy of your personal data which we hold electronically or you can ask us to provide this directly to another party. This right does not apply as we do not process your personal data based on your consent or on a contract with us.

Complaints to the regulator

It is important that you ensure you have read this **Job Application Privacy Notice** - and if you do not think that we have processed your data in accordance with this notice - you should let us know as soon as possible.

Contacting the ICO

The supervisory authority in the UK for data protection matters is the Information Commissioner's Office (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO. Information about how to do this is available on the ICO's website at www.ico.org.uk.

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