



# CANDIDATE PRIVACY NOTICE

## 1. What is the purpose of this document?

Linley and Simpson Limited is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. The purpose of this document is to make you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

## 2. Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

## 3. The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications.
- Any information you provide to us during an interview.
- Any competency tests we ask you to complete at an interview
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences, if declared by you.

## 4. How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.

- Your recruitment agent from whom we collect the following categories of data: CV and current salary information.
- DVLA in respect of carrying out checks on your driving licence including validity of driving licence and points resulting from a driving offence.
- Your named referees, from whom we collect the following categories of data: dates of employment, role held, competency for the role applied for, honesty and reliability, details of disciplinary record and sickness records.
- The following data from third parties is from a publicly accessible source: LinkedIn profile.

## **5. How we will use information about you**

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the work or role.
- Carry out reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role or for that work since it would be beneficial to our business to appoint someone to that role or to provide that work.

We also need to process your personal information to decide whether to enter into a contract of employment or other terms of engagement with you.

Having received your CV and covering letter, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role or work. If we decide to offer you the role or work, we will then take up references. If the references are unsatisfactory we may rescind the offer of employment.

## **6. If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

## **7. How we use particularly sensitive personal information**

We will use your particularly sensitive personal information in the following ways: we will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.

## **8. Information about criminal convictions**

Where you have declared driving offences, we will carry out a check with the DVLA about your driving offences. As you may be required to drive a company vehicle to carry out your role, we are entitled to carry out such a check in order to satisfy ourselves that you are able to perform the contract we may enter into with you and it is in the public interest to ensure that we are able to secure insurance cover for you with such information having to be supplied to obtain insurance as required by law.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

## **9. Automated decision-making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## **10. Who do you share my personal information with?**

We will not share your personal information with any third parties for the purposes of processing your application:

## **11. How secure is my personal information?**

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, and agents, 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.

## **12. How long will you keep my information for?**

We will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you to role or for that work. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy unless you were appointed to the role in which case your information will be held on your personnel file.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

## **13. Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- **Request access:** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction:** of the personal information that we hold about you. This enables you to have any

incomplete or inaccurate information we hold about you corrected.

- **Request erasure:** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing:** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing:** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer:** of your personal information to another party.
- **Complaint:** you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

You can exercise your rights and requests by submitting your request or right to object to [privacy@linleyandsimpson.co.uk](mailto:privacy@linleyandsimpson.co.uk).

#### **14. Right to withdraw consent**

If you were asked to provide your consent to us processing your personal information for the purposes of the recruitment exercise, you have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact HR Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our employment records retention policy, we will dispose of your personal data securely.