

# Job Applicant Privacy Policy for Website

## **Introduction**

As part of any recruitment process, UK-NSI collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use the data and how we meet our data protection obligations.

## **What information do we collect?**

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 UK-NSI 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 and covering letters, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

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?**

UK-NSI 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 that it is complying with its legal obligations. For example, it is 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.

UK-NSI processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where UK-NSI processes 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.

UK-NSI will not use your data for any purpose other than the recruitment exercise for which you have applied. Unless there is a possibility that you would be suitable for future employment opportunities. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

## **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, 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 roles.

UK-NSI will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. We will then share your data with service providers for example, our company pension scheme provider, and occupational health. A full list of third parties will be issued to new employees with their contract joining pack.

UK-NSI will not transfer your data outside the European Economic Area.

### **How does UK-NSI protect data?**

We take the security of your data seriously. We have 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.

### **For how long does UK-NSI keep data?**

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 12 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 is accessible from the company's intranet site.

### **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 UK-NSI to change incorrect or incomplete data;
- require UK-NSI to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where UK-NSI is relying on its legitimate interests as the legal ground for processing; and
- Ask UK-NSI 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, or make a subject access request please write to;

Head of HR & Compliance Department  
UK-NSI Co. Ltd  
Merse Road  
North Moons Moat  
Redditch  
Worcestershire  
B98 9HL

If you believe that UK-NSI 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 UK-NSI during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.