



## **Candidate Privacy Policy**

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## 1.0 Introduction

As part of our recruitment process, **gbpartnerships group** collects and processes personal data relating to candidates. The Candidate Privacy policy establishes proper information governance to ensure there are safeguards for the data the Company holds on its candidates and it is used appropriately.

**gbpartnerships group** is committed to protecting the privacy and security of all personal information. This policy is to ensure that **gbpartnerships group** are operating within the guidelines of the GDPR and UK Data Protection Act 2018 and adhering to procedures regarding 'personal data'.

This page summarises the nature of the information that is stored by **gbpartnerships group**, why and how it is used, your rights in regard to this data, as well as the protections in place to safeguard it.

We may amend this document from time to time to keep it up to date with legal requirements and the way in which we operate our business.

This notice does not form part of any contract of employment or other contract to provide services.

## 2.0 Personal Data

For the purposes of Candidates, **gbpartnerships** use the definitions of Personal Data as outlined by the Information Commissioner's Office (ICO).

## 3.0 Personal Information We Collect, When and Why We Use It

We collect the following personal information about you to enable us to process your application for a role with us.

### 3.1 During the recruitment process:

- Information from your CV and covering letter including skills, experience & qualifications
- Information you have provided in the application process, including (but not limited to) name, title, address, telephone number, email address, date of birth, gender, employment history, qualifications, and employment references.
- Information you provide during an interview.
- Results from Predictive Index online assessments.
- We may also use information publicly available from social media profiles for the purpose of validating any above information.
- From your preferred and authorised recruitment agency partners, from which we collect the following categories of data: Name, employment history, qualifications and any information you have provided to the recruitment agency.

### **3.2 At contract offer**

- At contract offer we will collect 2 references. Please note it is a condition of employment with us to confirm your previous employment history.
- We may ask for a personal reference – it is your responsibility to ensure that they have provided permission for passing their personal contact information to us.
- Disclosure and Barring Service in respect of criminal convictions (if applicable to the job role).

## **4.0 How We Use Your Personal Data**

### **4.1 Recruitment and selection**

- To evaluate applications for employment and make decisions in relation to selection of an employee. To make a job offer, providing contracts of employment or engagement and preparing to commence your employment or engagement where you accept an offer from us. Pre-employment screening including, where relevant and appropriate, identity check, right to work verification, reference check, credit check, financial sanction check, criminal record checks.
- Please see sec 3.2
- To contact you should another potentially suitable vacancy arises, where you have provided consent for us to do so via the opt in email you are sent if unsuccessful, in your primary application.
- To deal with any query, challenge or request for feedback received in relation to our recruitment decisions

The information will be kept and maintained on a secure server only accessible to appropriate HR personnel. If you are unsuccessful in an application, we will delete personal data immediately unless you have consented for us to hold your data for 6 months for other potential vacancies.

## **5.0 Legal Basis for Processing Your Data**

gbpartnerships group will process your personal data to enable us to meet all legislative requirements during the recruitment process and for keeping records of the process. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

## **6.0 Data Retention**

If your application for employment is unsuccessful, we will hold your data on file for up to 6 months after the end of the relevant recruitment process. See section 4.1 above.

## 7.0 Data Sharing

Your information will be shared internally for the purposes of the recruitment exercise within the HR team, and to interviewers involved in the recruitment process.

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 and (where required) regulatory bodies to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

## 8.0 Your Rights as A Data Subject

You have a number of legal rights in relation to the personal data that we hold about you and you can exercise your rights by contacting us using the details at the end of this document. Please note, there may be circumstance where this has to be delayed to enable us to comply with the necessary legislation e.g. end of year tax declaration.

- the right to obtain information regarding the processing of your personal data and access to the personal data which we hold about you
- the right to withdraw your consent to our processing of your personal data at any time.
- in some circumstances, the right to receive some personal data in a structured, commonly used and machine-readable format and/or request that we transmit those data to a third party where this is technically feasible.
- the right to request that we correct your personal data if it is inaccurate or incomplete
- the right to request that we erase your personal data in certain circumstances.
- the right to request that we restrict our processing of your personal data in certain circumstances.

In the UK, your rights arise from the General Data Protection Regulation as retained, amended EU law, and the supervisory authority is the UK Information Commissioner (<https://ico.org.uk/>).

## 9.0 CONTACT

gbpartnerships  
9th Floor, Cobalt Square, 83-85 Hagley Road, Birmingham, B16 8QG  
www.gbpartnerships.co.uk  
enquiries@gbpartnerships.co.uk  
T: 0121 456 5662

Data Protection, main point of contact: Duncan Preston

## How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113



Information Commissioner's Office

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