

homeprotect

RECRUITMENT DATA PRIVACY POLICY

1. OVERVIEW

As part of the recruitment process, Homeprotect collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use this data and to meeting our data protection obligations.

2. WHAT INFORMATION 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 we need to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

We may also collect personal data about you from third parties, such as references supplied by former employers and information from employment background check providers. 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.

3. WHY DO WE PROCESS PERSONAL DATA?

We need to process data to take steps at your request prior to entering into a contract with you. We may 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, to check a successful applicant's eligibility to work in the UK before employment starts.

Homeprotect has 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.

We may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

We also seek information about criminal convictions and offences. We will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, we may keep your personal data on file in case there are future employment opportunities for which you may be suited. However, you can request that your information is destroyed at any point.

4. WHO HAS ACCESS TO THE DATA?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR 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.

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 and employment background check providers to obtain necessary background checks, once you have confirmed you are happy for us to contact them.

5. HOW DO WE PROTECT YOUR DATA?

We take the security of your data seriously. It has 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.

6. HOW LONG DO WE KEEP YOUR DATA?

If your application for employment is unsuccessful, we will hold your data on file for 12 months after the end of the relevant recruitment process 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. Your data will then be handled in line with the Employee Data Privacy Policy.

7. 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 us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where we are relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact our HR department on HR@Homeprotect.co.uk

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

8. WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

You are under no statutory or contractual obligation to provide data during the recruitment process. However, if you do not provide the information requested, we may not be able to process your application properly or at all.

Updated August 2022