

# Candidate Privacy Notice

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As part of its' recruitment process, Ian Williams collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data to meet our data protection obligations.

## What information do we collect?

We collect a range of information about you, including:

- your name, address and contact details, including your email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- details of your current pay and benefit entitlements;
- information about your medical or health conditions, including any disability for which we need to make reasonable adjustments;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your gender, ethnic origin, (provision of this information by you is entirely optional)
- information about any disability (if voluntarily disclosed by you) for equal opportunities monitoring and/or to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test, interview or otherwise.

This information is collected in a variety of ways, such as application forms, CVs, passport, profile applications or other identity documents and the interview and assessment process.

If a job offer is made, we will also collect personal data about you from third parties, such as references supplied by former employers, the DVLA in relation to your eligibility to drive and our occupational health provider to check your fitness for the role and consider any adjustments necessary to support you in your role.

## Why do we process your personal data?

Ian Williams processes data from job applicants to allow us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide whether to make a job offer. In some cases, we need to process data to ensure we comply with our legal obligations; such as an applicant's eligibility to work in the UK.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of that process. Ian Williams has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Ian Williams processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. Candidates are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

We will not use your data for any purpose other than for the recruitment to the role for which you have applied.

If your application is of a speculative nature and we have no suitable vacancies, we will contact you to ask for your Consent to retain your information for a period of 6 months in case a suitable vacancy occurs. After this period, the information will be destroyed. You can withdraw your consent for processing at any time by contacting the HR team

## Who has access to your data?

Your information will be shared internally for the purposes of the recruitment process, which will include members of the HR teams, internal interviewers, managers in the business area with a vacancy and staff who need access to the data for the performance of their roles.

Ian Williams 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 contact your former employers to obtain references, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

### **How do we protect your data?**

Ian Williams takes the security of your data seriously and it is kept within our secure integrated IT systems IWSYS. We have internal policies and controls in place to ensure 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 Ian Williams keep your data?**

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 will be made available to you in the company's Document Retention Policy

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. In some cases, we will ask for your consent to keep your personal data on file for a further 6 months for consideration for future employment opportunities. At the end of that period, or if you withdraw your consent at any time, your data will be destroyed.

### **What if you do not provide personal data?**

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

### **Your rights**

As an Individual ('data subject'), you have the right to:

- ask for a copy of your information (Subject Access Request);
- ask us to update incorrect or incomplete information;
- ask us to delete or stop processing your data, unless there is a legitimate reason to carry on processing or retaining that information;
- object to the processing of your data;
- exercise your right 'to be forgotten'.

If you would like to exercise any of these rights, please put your request in writing or by email to:

**Email:** [dataprotection@ianwilliams.co.uk](mailto:dataprotection@ianwilliams.co.uk)

**Address:** Data Protection, Ian Williams Limited, Quarry Road, Chipping Sodbury, Bristol, BS37 6JL

Further information about your rights can be found on the Information Commissioner's website: [www.ico.org.uk](http://www.ico.org.uk)

### **Who to contact about this Privacy Notice:**

If you have any questions about this policy please contact a member of the HR team on 01454 328000, by:

**Email:** [hradvice@ianwilliams.co.uk](mailto:hradvice@ianwilliams.co.uk);

**Address:** HR Team, Ian Williams Limited, Quarry Road, Chipping Sodbury, Bristol, BS37 6JL