

Policy Statement

Policy Scope

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

GDPR Job Application Privacy Procedure

What Information Does SDS Collect?

SDS collects the following information about you:

- ◆ your name, address and contact details, including email address and telephone number
- ◆ details of your qualifications, skills, experience and employment history
- ◆ whether you have a disability that SDS needs to make reasonable adjustments during recruitment process
- ◆ information about your entitlement to work in the United Kingdom

SDS collects this information in a variety of ways. For example, data might be contained in application forms or CVs, on your passport or from other identity documents. Information may also be collected through interviews or other forms of assessment, like psychometric test.

We may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers. SDS will seek information from third parties only once a job offer has been made to you and we will inform you before doing so.

Data will be stored in several places, including on your application record, in our HR management systems and on other IT systems, including email.

Why Do We Process Personal Data?

SDS needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the organisation needs 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.

SDS 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 the organisation 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 also collect information about whether applicants are disabled so we can make reasonable adjustments for candidates with a disability. The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.

SDS will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, SDS may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who Has Access to Data?

Your information may be shared internally for the purposes of the recruitment exercise. Staff may include HR, interviewers involved in recruitment, managers and IT staff, where it is necessary in the performance of their roles.

SDS will not share your data with third parties and transfer your data outside the UK.

How Do We Protect Data?

SDS takes 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 staff in the performance of their duties.

How Long Do We Keep Data?

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the recruitment process. 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 Rights

As a data subject, you can:

- ◆ access and obtain a copy of your data on request
- ◆ require SDS to change incorrect or incomplete data
- ◆ require SDS to delete or stop processing your data, for example where processing data is no longer necessary
- ◆ object to the processing of your data where SDS is relying on its legitimate interests as the legal ground for processing

If you would like to exercise any of these rights, please contact: Ilona Ziaja on 01752 255900, through email Ilona.ziaja@sdsolution.co.uk or by post: 20-23 Mary Seacole Road, The Millfields, Plymouth, PL1 3JY.

If you believe SDS 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 the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

Signed



Shaun Hoppins
Managing Director for Services Design Solution Ltd.

Last Review Date: 1st January 2023

Next Review Date: 1st January 2024