

## **Kent Union Applicant Privacy Notice**

As part of our candidate application and recruitment process Kent Union collects, processes and stores personal information about you. We process this information for a range of purposes relating to the recruitment process and this may include your application and equal opportunity form, and your worker permissions. This document sets out:

- Why we collect your personal information;
- What information is collected and;
- How it is processed within the recruitment process.

Throughout this Privacy Notice we use the term “processing” to cover all activities involving your personal information, including collecting, handling, storing, sharing, accessing, using, transferring and disposing of the information.

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### **1) The kind of information we hold about you**

In order to manage your application, we need to process certain personal information about you. In connection with your application to work with us, we will collect, store and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter;
- The information you have provided on the application; including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications;
- Any information you provide to us during an interview.
- Any online tests carried out as part of the selection process.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, and sexual orientation.

- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

We will collect personal information about candidates from the following sources:

- You, the candidate.
- Your recruitment agency (where applicable).
- Organisations that provide online testing, E.G: Psychometric Profile.
- Your named referees, from whom we collect your previous employment details (including dates, job title and duties) and, where applicable, an opinion of your suitability for the role.

## **2) How we will use information about you**

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the work or role.
- To carry out online/telephone assessments.
- To attend interviews/assessment centres.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records relating to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role or work since it would be beneficial to our business to appoint someone.

We also need to process your personal information to decide whether to enter into a contract of employment or a contract of service with you.

Having received your application, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to progress your application to the assessments/interview stage. If we decide to call you for an assessment/interview, we will use the information gathered/provided during those processes to decide whether to offer you the role/work. We may then take up references/background checks (including criminal records checks where applicable) before confirming your appointment.

## **3) How will we use particularly sensitive personal information**

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test, assessment or interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

#### **4) Information about criminal convictions**

We envisage that for certain roles we will process information about criminal convictions. We are entitled, and sometimes obliged by law, to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. If your role is one for which we require a criminal records check, we will inform you separately.

#### **5) Who do we share your personal information with?**

Kent Union will need to share your personal information internally to complete the application processes outlined above, but the information shared is limited to what is required by each individual to perform their role in the recruitment process.

Your personal information may be shared internally with the following people:

- Those employees who would have managerial responsibility for you or are acting on their behalf; and
- Employees in HR, or staff that have key responsibility for certain HR processes.

We will only share your personal information with the following third parties for the purposes of processing your application: your recruitment agency and any group companies. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

#### **6) How do we protect your information?**

Our HR and Recruitment systems are protected to ensure that unauthorised or unlawful processing of personal information, accidental loss or destruction of, or damage to, personal information does not occur. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know.

They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from the Head of HR. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

It is your responsibility to obtain consent from referees before providing their personal information.

## 7) How long will you use my information for?

We will retain your personal information for a period of 6 months if you have been unsuccessful with your application to the role/work. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

## 8) Your Rights

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Kent Union HR.

It is your responsibility to keep your personal information up to date so that accurate application records can be maintained.