

## Job applicant privacy - GDPR

GIS is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we collect and hold on you as a job applicant. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

This notice applies to those applying for employment at GIS, irrespective of the application route. If the applicant subsequently becomes an employee, the “Employee Privacy” policy then applies.

### Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the course of your employment in ways that have been explained to you
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed

### Types of data we process

We hold several types of data about you, including:

- your personal details including your name, address, date of birth, email address, phone numbers
- your photograph
- gender
- marital status
- whether or not you have a disability
- information included on your CV including references, education history and employment history
- documentation relating to your right to work in the UK
- driving licence

The fact that we hold this data on you may be a result of it being included by you in a CV or covering letter, and does not mean that this data is being used for recruitment decisions. GIS complies with all relevant discrimination and equality legislation in its recruitment processes.

### How we collect your data

We collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made during a recruitment interview. Other details may be collected directly from you in the form of official documentation such as your driving licence, passport or other right to work evidence during the recruitment process and before you formally commence employment with GIS.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Personal data is kept in secure personnel files or in a restricted area of our IT

## **Why we process your data**

The law on data protection allows us to process your data for certain reasons only:

- in order to perform the employment contract that we are party to
- in order to carry out legally required duties
- in order for us to carry out our legitimate interests
- to protect your interests and
- where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data.

We need to collect your data to ensure we are complying with legal requirements such as:

- carrying out checks in relation to your right to work in the UK and
- making reasonable adjustments for disabled employees.

We also collect data so that we can carry out activities which are in the legitimate interests of the Company. We have set these out below:

- making decisions about who to offer employment to
- making decisions about salary and other benefits
- assessing training needs
- dealing with legal claims made against us

If you are unsuccessful in obtaining employment, we may seek your consent to retaining your data in case other suitable job vacancies arise in the Company for which we think you may wish to apply. You are free to withhold your consent to this and there will be no consequences for withholding consent.

## **Special categories of data**

Special categories of data are data relating to your:

- health
- sex life
- sexual orientation
- race
- ethnic origin
- political opinion
- religion
- trade union membership and
- genetic and biometric data.

We must process special categories of data in accordance with more stringent guidelines. We will not normally process special categories of data during the recruitment process, except data relating to health where it may affect our recruitment decisions.

## **Criminal conviction data**

We will only collect criminal conviction data where it is appropriate given the nature of your potential role and where the law permits us.

## **If you do not provide your data to us**

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not be able to process, or continue with, your application.

## **Sharing your data**

Your data will be shared with colleagues within GIS where necessary for recruitment. This is limited to your potential management chain and other interviewing staff, the Company Directors, and nominated members of the GIS Administration Team who conduct HR administration,

In some cases, we will collect data about you from third parties, such as employment agencies.

We do not share recruitment data with third parties, except for the employment agency through which you were introduced to us

We do not share your data with bodies outside of the European Economic Area.

## **Protecting your data**

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

## **How long we keep your data for**

In line with data protection principles, we only keep your data for as long as we need it.

If your application is not successful and you have not provided consent to keep your data for future job vacancies, we will keep your data for 1 year once the recruitment exercise ends.

If we have sought your consent to keep your data on file for future job vacancies, and you have provided consent, we will keep your data for up to 5 years once the recruitment exercise ends. At the end of this period, we will delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent.

If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

## **Your rights in relation to your data**

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
- the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
- the right to portability. You may transfer the data that we hold on you for your own purposes
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights. GIS does not conduct automated decision-making using personal data

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please email [gdpr@globalinkjetsystems.com](mailto:gdpr@globalinkjetsystems.com)

## **Making a complaint**

The Company's Data Protection Officer is the Chief Operating Officer. He can be contacted on 01223 733733 or [gdpr@globalinkjetsystems.com](mailto:gdpr@globalinkjetsystems.com)

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.