

PRIVACY NOTICE: Recruitment

1. Overview

Please refer also to our [Privacy Notice: Employees & Subcontract Workers](#).

2. What will we do with the information you provide to us?

All information that you provide during your application process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during Speedclad's internal recruitment process with any third parties for marketing purposes. The information that you provide to us will be held securely by us whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

3. What information do we ask for and why?

We do not collect more information that we need to fulfil our stated purposes and will not retain it for longer than is necessary. The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for, but it might affect your application if you don't.

4. Application stage

Applications may be received by email, physically by post or through a third-party recruitment agency. We may ask for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our Human Resources team and the Line Manager of the vacancy will have access to this information.

5. Assessment

If you are short-listed we might ask you to attend interview or complete tests or exercises, or a combination of these. Information will be generated by you and by us. For example, you might complete a documented exercise, or we might take interview notes. This information is held by Speedclad.

If you are unsuccessful following assessment for the position you have applied for, we may retain your details for a period of up to two years.

6. Conditional offer

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

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- Proof of your identity: you will be asked to provide original copies and we will take copies.
- Proof of your qualifications: you will be asked to provide original copies and we will take copies.
- We will contact your referees directly, using the details you provide in your application, to obtain references.

7. How long is the information retained for?

If you are successful, the information you provide during your application process will be retained as part of your employee file. All employees have access to the appropriate Privacy Notice to explain the relevant processes and data retention periods in detail.

If you are unsuccessful at any stage of the process, your CV shall be retained for up to 2 years, and any other information that you have provided until that point will be retained for 6 months from the closure of the recruitment campaign. If you would prefer us to delete your CV, please let us know by contacting our Business Services Director on the details at the bottom of this notice.

Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the recruitment campaign.

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymise it or, if this is not possible (for example, because your personal information has been stored in back-up archives), then we will securely store your personal information and isolate it from processing until deletion is possible.

8. Your rights

Under data protection legislation, you have rights as an individual which you can exercise in relation to the information we hold about you. These rights include:

- **The Right of Subject Access** – this is the right to access data we hold about you and, where required, an explanation of that data.
- **The Right to Rectification** – this is the right to have inaccurate or incomplete data rectified.
- **The Right to Request Erasure** – this is also known as the ‘right to be forgotten’ and means that, in certain circumstances, you have the right to ask us to delete data we hold on you.
- **The Right to Restrict Processing** – this is where you can request that we restrict/ block processing of personal data (but still retain it).
- **The Right to Data Portability** – this allows people to reuse their personal data by requesting it in a usable format.
- Rights in relation to automated decision making and profiling.

We will respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws. You can read more about these rights at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

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To exercise any of these rights, please contact Speedclad's Business Services Director.

9. Issues or complaints

We try to meet the highest standards when collecting and using personal information. For this reason, we take any complaints that we receive very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would welcome any suggestions for improving our procedures.

This notice is drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of our collection and use of personal information. However, we are happy to provide any additional information or explanation needed.

If you believe that there has been a Data Breach within our organisation you should report this in the first instance to our Business Services Director, who will investigate and will report the matter to the Information Commissioner's Office (ICO) if necessary.

If you want to make a complaint about the way we have processed your personal information, you can contact the ICO in their capacity as the statutory body that oversees data protection law.

10. Updates to this notice

This notice may be updated periodically to reflect any necessary changes in our privacy practice. We encourage you to check this notice periodically to be aware of the most recent version.

11. Contact details

Please address any questions or requests relating to this notice to the Business Services Director, Speedclad Ltd, Thurston House, Thornfield Business Park, Standard Way, Northallerton, DL6 2XQ, 01609 768970, privacy@speedclad.co.uk