

Job Applicant Privacy Notice

Data protection officer:

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Data Controller:

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As part of any recruitment process, Clearview communications collects and processes personal data relating to job applicants. The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does Clearview Communications collect throughout the recruitment process?

Clearview Communications collects a range of information about you, which includes;

- Your name, address, address history and contact details, including email address and telephone number;
- details of your qualifications, skills, experience, references and employment and unemployment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK and copies of proof of right to work documentation;
- if applicable, driving license details;
- information about criminal convictions, offences and credit history;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

Clearview Communications collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessments.

Clearview Communications may also collect personal data about you from third parties, such as employment agencies, references supplied by former employers and background information from credit and criminal record check providers. ClearView Communications will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems, and on other IT systems (including email).

Why does the Company process personal data?

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

In some cases, the Company 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.

ClearView Communications 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 Company to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. ClearView Communications may also need to process data from job applicants to respond to and defend against legal claims.

The Company processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where ClearView Communications processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, Clearview Communications is obliged to seek information about criminal convictions and offences. Where the Company seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

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

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and interviewing management team involved in the recruitment process and IT support, if access to the data is necessary for the performance of their roles.

Clearview Communications will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment and you accept. The Company will then share your data with third parties to obtain references from former employers. We may also share your data with background check providers to obtain necessary credit checks and criminal records checks from the Disclosure and Barring Service, in accordance with BS7858. If applicable to your role and if a job offer is made, your details (Name, Date of Birth, National Insurance Number and Email) will be shared with police vetting units, so they can activate a web account for you to complete a non police personnel vetting/security clearance application with them.

ClearView Communications will not transfer your data outside the European Economic Area.

How does the Company protect data?

Clearview communications takes the security of your data seriously. We have internal policies, system restrictions and access controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

For how long does the Company keep data?

If your application for employment is unsuccessful, the Company will hold your data on file for 1 year after the end of the relevant 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. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Company to change incorrect or incomplete data;
- require the Company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing; and
- ask the Company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Company's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact our Data Protection Officers Melanie Dommann and/or Chris Wilson. By emailing datarequests@clearview-communications.com

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

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.

Automated decision-making

Clearview communications do not make decisions based on automated decision-making.