

Recruitment Candidate Privacy Notice

Introduction

ORH collects and processes personal data relating to job applicants to manage the recruitment and selection process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information does the company collect?

The company collects and processes information about all candidates. This includes:

- your name and contact details, including email address, postal address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your entitlement to work in the UK.

The company may also collect and process other information during the recruitment process. This includes:

- information about your current remuneration, including benefits entitlements;
- information about your criminal record;
- assessments of your performance in interviews and testing;
- information about medical or health conditions of which you advise us, including whether or not you have a disability for which the company needs to make adjustments during the recruitment process.

The company collects this information in a variety of ways. For example, data is collected through application forms, CVs or resumés; obtained from your passport or other identity documents; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments.

As part of the recruitment process the company may also view any profile you may have created and related information on LinkedIn, as this is a professional work-based social media platform. No other social media searches are conducted as part of our recruitment process.

In some cases, the company collects personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks permitted by law. Where appropriate, the company will obtain your consent prior to seeking information from additional third parties.

Data is stored in a range of different places, including in a personnel file, in the company's HR management systems (including electronic file storage) and in other IT systems (including the company's email system).

Why does the company process personal data?

The company needs to process data to fulfil the recruitment process, support decision-making, and where applicable, enter into an employment contract with you and to meet its obligations under your employment contract. The company also has a legitimate interest in processing other personal data, for example, to meet obligations to check reliability and suitability for certain roles. With your consent the company may also hold your data to discuss any future employment vacancies 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 candidate's entitlement to work in the UK prior to entering into a contract of employment.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to employees with disabilities and for health and safety purposes).

Who has access to data?

Your information will be shared with certain employees internally, including those with responsibility for HR and recruitment processes, and those with management responsibilities. Information will only be shared with colleagues internally where access to the data is necessary for the performance of their roles.

The company shares your data with third parties, and/or has third parties process data on its behalf, in order to:

- obtain pre-employment references from other employers and employment background checks from third party providers;
- obtain external business support and advice;
- make expenses payments;
- comply with any legal obligations.

Your data may be transferred to countries outside the European Economic Area (EEA) where processing of any of the activities above takes place outside the EEA, or where IT systems are supported outside of the EEA. Data is transferred outside the EEA on the basis of relevant safeguards, agreements, confidentiality or other adequate arrangements being in place.

How does the company protect data?

The company takes the security of your data seriously. The company has internal 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.

Where the company engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does the company keep data?

The company will hold your personal data for the duration of the recruitment process and for a period of one year following completion of the activity, except for any criminal records data.

Criminal records data will be destroyed after any relevant decisions have been made requiring this data. A record of the decision made and any correspondence around this will be retained for a period of one year following completion of the activity. The information contained in such records will be minimised where possible.

Should you become an employee of the company then your data will be held for longer and you will receive a copy of the relevant Employee 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;
- 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 the Office Manager.

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.

Automated decision-making

Employment decisions are not based solely on automated decision-making.

Contact details

Address: ORH, 3 Queens Road, Reading, Berkshire, RG1 4AR
Telephone: +44 (0) 118 959 6623
Email: orh@orhltd.com

Useful links

General Data Protection Regulation is available online: <https://gdpr-info.eu/>

The Information Commissioner's Office (ICO) provides a guide to your personal data rights on its website: <https://ico.org.uk/your-data-matters/>