

Data Protection Privacy Notice - Recruitment

The General Data Protection Regulation (GDPR) is a new regulation that applies to all companies within the EU and is designed to harmonise privacy laws across Europe.

In the UK, the Data Protection Act, which has been in place since 1998, sets out how personal information can be used by companies, government and other organisations.

GDPR places some additional requirements on organisations around data privacy and data management.

At Arecor we are building on the existing data processing and protection frameworks that we have in place to safeguard data and information.

What candidate data we collect

When candidates apply for a vacancy with Arecor we collect a range of personal information. This includes:

- Name, address and contact details, including address, email address and telephone number(s)
- Details of qualifications, skills, experience and employment history
- Information about current level of remuneration, including benefits
- Details of any disability for which Arecor may need to make reasonable adjustments during the recruitment process
- Information about entitlement to work in the UK

This information is collected in a variety of ways. For example from CVs, passport or other identity documents, information collected through interviews or other forms of assessment.

We will also obtain personal information from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Why we need to process candidate data

Arecor has a legitimate interest in processing personal data during the recruitment process and in 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.

We may also need to process data from job applicants in connection with any legal matters.

If a candidate is unsuccessful, we will keep their personal data on file in case there are future employment opportunities for which they may be suited. We will ask for consent before keeping data for this purpose and candidates are free to withdraw their consent at any time.

The Company will need 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.

Where we store candidate data

Candidate data is mainly stored in our HR secure electronic systems.

Who has access to candidate data?

Candidate information and data will be shared internally for the purposes of the recruitment process. This includes the hiring managers, senior leaders and HR.

Arecor will not share candidate data with third parties, unless the applicant is successful and an offer of employment is made. Arecor will then share relevant candidate data with former employers to obtain references.

The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

Security of candidate data

We are committed to keeping candidate information and data safe and secure.

Information held electronically is stored, processed and transferred (where appropriate) securely.

Candidates have the right to object to the processing of their data even where the Company is relying on a legitimate interest (or the legitimate interest of a third party) if there is something about the candidate's particular situation which makes the candidate want to object to processing on this ground.

Candidates also have the right to request a restriction of the processing of their personal information. This enables candidates to ask the Company to suspend the processing of their personal data, for example, if the candidate wanted to establish its accuracy or the reason for processing it.

Candidates also have the right to request that their personal information and data is deleted where there is no good reason for Arecor to continue to process it.

Candidates have the right to request the transfer of their personal information to another party.

How to access candidate data

Candidates have the right to request a copy of the information that Arecor holds about them.

To obtain a copy of some or all of the personal information we collect via the recruitment process, candidates should e-mail the Office Manager, sheridan.cook@arecor.com / 01223 426060 and cc: dataofficer@arecor.com.

Retention of candidate data

We retain the information we collect during the recruitment process for a period of 12 months after the post has been filled. This is to ensure that we can provide feedback to unsuccessful candidates and deal with any queries about the recruitment process.

After this period, for all unsuccessful candidates, all information held electronically is securely deleted and any paper copies of CV's or any other information requested from candidates as part of the recruitment process is destroyed.

How to amend candidate data

We want to ensure that the information we hold about candidates is accurate and up to date. Candidates should keep us informed if their personal information changes during the recruitment process.

Candidates have the right to request correction of the personal information that Arecor holds about them. To amend/update information and data, candidates should email the Office Manager, sheridan.cook@arecor.com and cc: dataofficer@arecor.com.

Candidates may ask Arecor to correct or remove information if they think it is incorrect. There may be occasions where we cannot agree to a candidate request, however if this is the case, we will explain the reason and the right to complain to the Information Commissioner.

Candidates have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues www.ico.org.uk/concerns/.