

Data controller: <<Insert name of Company>>

Introduction

During the recruitment process <<name>> (the Company) collects and processes personal data re...

The Company is committed to be parent about how it collects and uses that data and to meeting i...ations.

What information does the C...rocess?

The Company collects and proc...onal information (personal data) about you. Personal data...n about an individual from...t or delete the appropriate

- [Personal contact details...title, address and contact number;
• details of your qualificati...and employment history, employers;
• information about your re...entitlement to benefits such as
• information about your e...e UK; and
• equal opportunities mon...uding information about your ethnic origin, sexual orie...gion or belief].

The Company collects this info...ways during the application and recruitment process. For exampl...ned in application forms and CVs, obtained from identity doc...passport and collected through interviews [online tests] and as...

[In some cases, the Company...about you from third parties, such as references supplied by...formation from employment background check providers an...riminal records checks permitted by law]].

Data is stored in a range of diff...on your application record, [in the Company's HR managemen...er IT systems (including the Company's email system).

Why does the Company proc...

The Company needs to proces...into a contract with you. We also need to process data to en...t contract with you and to meet our obligations under that empl...

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In addition, the Company needs to ensure that we are complying with our legal obligations. For example, we need to check an employee's entitlement to work in the UK before we can employ them.

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The Company has a legitimate interest in processing your personal data during the recruitment process and in keeping records of your application. Processing such data from job applicants enables the Company to assess the suitability of candidates for the recruitment process, to make a recruitment decision as to whom we wish to recruit. The Company may also process your data from job applicants in order to defend legal claims.

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The Company processes health data to make reasonable adjustments to the recruitment process for candidates with a disability.

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[For certain positions, it is necessary for us to carry out criminal records checks to ensure that individuals are permitted to work in certain roles.]

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If you fail to provide personal data

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You are under no obligation to provide personal data during the recruitment process. However, if you do not provide personal data when requested, the Company may not be able to process your application for employment properly or at all.

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You are under no obligation to provide personal data for equal opportunities monitoring purposes and there are no consequences if you do not provide this information.

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Automated decision-making

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[Our employment decisions are not based on automated decision-making.]

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OR

[Some of our employment decisions are based on automated decision-making, such as: << information on whether you are suitable for the role involves, why it is done and its consequences for you >>]

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For how long do you keep data

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The Company will only hold your personal data for as long as is necessary to fulfil the purposes for which we collected it. If your application for employment is unsuccessful, the Company will delete your personal data for <<insert time period>> after the end of the recruitment process. After this period, your data is deleted or destroyed.

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If your application for employment is successful, your personal data gathered during the recruitment process will be transferred to our HR system and we shall issue a new privacy notice which sets out how your data will be held.

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Who has access to data?

Your information will be shared in the recruitment process, including with <<state>>

uses of the recruitment HR team, interviewers etc.>>.

The Company will not share your data with third parties unless we make you an offer of employment. In those circumstances, we shall share your data with third parties where required by law or necessary in order to administer the working relationship with you or for another legitimate interest in doing so. The Company will then share your data with <<state e.g. former employers to obtain references

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[The Company will not transfer your data outside the European Economic Area.]

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OR

[Your data may be transferred to <<state>> (EEA) in order to <<state purpose>> on the basis of <<state relevant safeguarding rules or other safeguards>>.]

<<state>> European Economic Area <<state purpose>> outside the EEA on the basis of <<state relevant safeguarding rules or other safeguards>>.]

How does the Company protect your data?

The Company takes the security of your data seriously. The Company has internal policies and controls in place to ensure your data is not lost, accidentally destroyed, misused or disclosed, and is not subject to performance of their duties.

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Your rights

As a data subject, you have a number of rights:

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- access and obtain a copy of your data (known as a “data subject access request”);
- require the Company to update your data if it is incomplete data;
- request erasure of your data (This enables you to ask the Company to delete or stop processing your data, for example where the data is no longer necessary for the purposes for which the Company is relying on its processing; and
- object to the processing of your data where the Company is relying on its legitimate interests as the basis for processing your data;
- ask the Company to suspend processing of your personal data for a period of time if data is inaccurate or you have a dispute about its accuracy or

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[If you would like to exercise any of these rights, please contact the data protection officer using the contact details in the privacy notice, please contact the data protection officer using the contact details in the privacy notice, please contact the data protection officer using the contact details in the privacy notice,

you have any questions about your data protection rights, please contact the data protection officer using the contact details in the privacy notice, please contact the data protection officer using the contact details in the privacy notice,

If you believe that the Company is not complying with your data protection rights, you have the right to make a complaint to the Information Commissioner’s Office.

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