

Data controller: <<Insert name of Company>>

Introduction

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

The Company is committed to being transparent about how it collects and uses that data and to meeting its legal obligations.

What information does the Company collect in the recruitment process?

The Company collects and processes personal information (personal data) about you. Personal data is information about an individual from which the person can be identified. Below are the types of information collected at the points below and give details as follows:

- [Personal contact details including title, address and contact details, including email address and telephone number;
- details of your qualifications and employment history, including start and end dates of employment with previous employers;
- information about your remuneration and entitlement to benefits such as pension schemes;
- information about your employment in the UK; and
- equal opportunities monitoring information including information about your age, race, gender, religion or belief].

The Company collects this information at various stages during the application and recruitment process. For example, information is collected in application forms and CVs, obtained from identity documents, passport and collected through interviews [online tests] and assessments.

[In some cases, the Company may also collect information about you from third parties, such as references supplied by previous employers, information from employment agencies, and information from criminal records checks permitted by law]].

Data is stored in a range of different systems including the Company's HR management system, the Company's email system, and other IT systems (including the Company's website).

Why does the Company process your data?

The Company needs to process your data in order to enter into a contract with you. We also need to process data to enter into a contract with you and to meet our obligations under that employment contract.

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 employ them.

The Company has a legitimate interest in processing personal data during the recruitment process. Processing such data during the recruitment process, including making a decision as to whom we wish to employ, enables us to assess the suitability of candidates and to defend legal claims.

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

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

If you fail to provide personal data

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.

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.

Automated decision-making

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

OR

[Some of our employment decisions are based on automated decision-making, such as: << information about your application involves, why it is done and its consequences for you >>].

For how long do you keep data

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 at the end of the recruitment process or, if applicable, at the end of the retention period. If your application for employment is successful, your personal data will be held in our personnel file and we shall issue a new privacy notice which sets out how long your data will be held.

If your application for employment is successful, your personal data will be held in our personnel file and we shall issue a new privacy notice which sets out how long your data will be held.

S

ases of the recruitment
R team, interviewers etc.>>.

unless we make you an offer
y shall share your data with
necessary in order to administer
another legitimate interest in
n <<state e.g. former

outside the European

A

European Economic Area
ed outside the EEA on the
of adequacy, binding corporate

M

y. The Company has internal
ng lost, accidentally destroyed,
ts employees in the

P

an:

- test (known as a “data subject
complete data;
This enables you to ask the
a, for example where the data
processing;
Company is relying on its
processing; and
your personal data for a
dispute about its accuracy or

u have any questions about

your data protection rights,
Information Commissioner's Office.