Recruitment Privacy Policy

Reviewed 2024

Data Controller:

Derry Building Services, The Old Hospital, London Road, Newark, Notts. NG24 1JP.

Contact for policy:

HR Department

Email:

info@derry-bs.co.uk

As part of our recruitment process Derry Building Services Ltd will collect and process personal data relating to job applicants. In line with the requirements of Data Protection laws we are committed to being transparent as to how we collect and use your personal data in line with our legal obligations.

What Information do we Collect?

- Your name, address, and contact details, including email address and telephone number(s)
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration, including any benefit entitlements
- Whether or not you have any disability to enable us to make any reasonable adjustments during our recruitment process
- Information about your entitlement to work in the UK
- Equal opportunities monitoring information, which may include all or any of the following: health, religion or belief, ethnic origin and sexual orientation. This is only collected on an anonymised basis for successful candidates.
- We may collect information regarding spent criminal convictions for the purpose of DBS processing.

How do we Collect it?

Job Applications

- Completed company application form
- CV submission via email for both direct and speculative applications
- Recruitment agencies
- Telephone enquiry

Employment Checks

- Passport
- Identity documents
- DBS processing

We will also collect personal data about you from third parties, such as references from former employers or Universities. We will only seek information from third parties with your explicit consent once a job offer has been made to you.

How will we Store it?

- Electronically and in paper form for the purpose of recruitment
- Electronically and in paper form for successful applicants as part of our on boarding process
- Email

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Why do we Process it?

- As part of our recruitment procedure we need to process your data to enable us to fulfil your request for employment prior to us entering into a contract with you.
- We have a legal obligation when processing your personal data during our recruitment process and for keeping records. Processing this data enables us to individually assess a candidate's suitability for a role and ultimately who we will offer a job to.
- We may also retain your data to enable us to respond to and defend any legal claims made against the company.
- The company will collect and process your health information to allow us to make reasonable adjustments during our recruitment process for candidates who have a disability, as part of our obligation to ensure equal rights and opportunities to candidates in relation to employment.
- We will collect and process other special categories of data, such as information about ethnic origin, health, sexual orientation, religion or belief. This information will be used solely for equal opportunities monitoring purposes and only on an anonymised basis.

Who has access to your Data?

Your information will be shared internally for the purposes of the recruitment. The information will be shared with HR, Interviewers involved in the process, IT (as emails are archived) and managers of the department advertising for the role.

We will not share your data with third parties, unless your application is successful and we make you an offer of employment. We will then share your data with;

- Former employers (for the purpose of obtaining references)
- Employment background check providers
- Disclosure and Barring Services to obtain necessary criminal records checks (if required for the role)
- We will not transfer your data outside of the European Economic Area.

How do we Protect your Data?

We have internal policies and controls in place to ensure that your data is not lost, misused, disclosed, accidentally destroyed or accessed by any employees unless necessary for the performance of their duties.

How long will we keep your data?

- All CV's will be archived for a period of 12 months following the end of the recruitment process/following receipt of the CV and only used in the event of a claim. At the end of this time, your data is deleted or destroyed.
- If your application for a role is unsuccessful or you have applied speculatively, we will ask for your consent to hold this on file for the purpose of contacting you for any future suitable vacancies for a period of 12 months.
- If your application is successful your personal data will be transferred to your personnel file and held in both electronic and paper format. This data will be retained for the period of your employment and then a further seven years.

Automated Decision Making

We do not use automated decision making as part of our Recruitment process.

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Your Rights to your Data

As a data subject, you have the right to:

- Access a copy of your data on request
- Request that we change any incorrect data that we hold on you
- Request that we delete or stop processing your data
- Object to us processing your data where we are relying on our legitimate interests as the legal ground for us processing your data
- Ask us to stop processing your data for a period of time if the data we hold is inaccurate, or there is a difference of opinion as to whether or not your interests override our legitimate grounds for processing your data.

You can make a subject access request by completing the form which can be found on our website and sending it to:

Data Protection Committee

Email: info@derry-bs.co.uk

If you believe that we have not complied with your rights to the protection of your data you can complain to the Information Commissioner https://ico.org.uk/for-the-public/raising-concerns.

Providing your Data

You are under no obligation to provide us with your personal data during the recruitment process, however if you do not provide this information we may not be able to process your application.

Equal Opportunities

You are under no obligation to provide information for the purpose of equal opportunities monitoring. Your refusal to provide us with this information will not have any consequences on your application for employment with us.