

Job Applicant Privacy Notice – The Secret Drawer Ltd

Data Controller: The Secret Drawer Ltd

Data Protection Officer: Jane Denney (Office Manager): jane@secret-drawer.co.uk

Scope

This document is compliant with the GDPR.

As part of any recruitment process, The Secret Drawer Ltd collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use this data and to meeting our data protection obligations under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018.

The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information during the recruitment process. We are required under the GDPR to notify you of the information contained in this privacy notice.

This privacy notice applies to all job applicants. It is non- contractual.

The Secret Drawer Ltd has a designated Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or about how we handle your personal information, please contact the email address at the head of this notice or our Skipton showroom on 01756 797800.

The information that we collect about you

We collect, use and process a wide range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number.
- Personal information included in a CV, any application form, cover letter or interview notes.
- We may collect data from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made and will inform you that we are doing so.
- Information about your right to work in the UK.
- Driving licence (copy of).
- Details of your skills, qualifications, experience and work history with previous employers.

We may also collect, use and process the following special categories of your personal information during the recruitment process:

- Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process.
- Information about criminal convictions and offences.

You are under no statutory or contractual obligation to provide personal information to us during the recruitment process, however, if you do not provide us with any information we may

not be able to process your application properly or at all. We may process information about your health and information about criminal convictions where we have your explicit consent.

Your personal information may be stored in different places, including on your application record and in other IT systems, such as the email system.

Why and how will we use your personal information?

We will only use your personal information when the law allows us to. This is known as the legal basis for processing. In some cases, we need to process data to ensure that we are complying with our legal obligations – for example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

We also have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and to decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Please note that we may process your personal information without your consent, where this is required or permitted by law.

We will not transfer your personal information outside of the European Economic Area.

How does The Secret Drawer Ltd protect your personal information?

We have put in place measures to protect the security of your personal information and have internal policies, procedures and controls in place to try and prevent your personal information being accidentally lost or destroyed, altered, disclosed or used or accessed in any unauthorised way.

In addition, we limit access to your personal information, employees or other third parties who have a business need to know in order to perform their job duties and responsibilities.

Who has access to your personal information?

Your personal information may be shared internally within the business for the purposes of the recruitment exercise, including our HR Coordinator and the senior management team.

We will not share your personal information with third parties during the recruitment process unless your job application is successful and we make you an offer of employment e.g. former employers to obtain references etc.

Retention periods

The Secret Drawer Ltd will only retain your personal information for as long as necessary to fulfil the purposes for which it was collected and processed.

If your application is unsuccessful, we will hold your data on file for 6 months after the end of the recruitment process. At the end of that period, your data is deleted and destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR file (electronic and paper based) and retained during

your employment and in accordance with the privacy notice we use for employees and contractors.

Automated decision making

Automated decision making occurs when an electronic system uses your personal information to make a decision without human intervention. We do not envisage that any recruitment decisions will be taken about you based solely on automated decision making.

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 business to change incorrect or incomplete data.
- Require the organisation 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 we are relying on the legitimate interests of the business as our legal basis for process and there is something relating to your personal situation which makes you decide to object to processing on this ground.

If you wish to exercise any of these rights, please contact our Data Protection Officer. We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights.

If you believe that The Secret Drawer Ltd has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioners Office (ICO) at any time. The ICO is the UK supervisory authority for data protection issues.

Changes to this privacy notice

The Secret Drawer Ltd reserves the right to update or amend this privacy notice at any time. We may also notify you about the processing of your personal information in other ways.

I acknowledge receipt of this privacy notice and I confirm that I have read and understand it.

Signed _____

Print name _____

Date _____