

Recruitment Privacy Notice

As part of any recruitment process, Leadec collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data, ensuring that we meet our data protection obligations.

What information do Leadec collect?

We collect a range of information about you during the recruitment process. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of salary, including benefit entitlements;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- information about your right to work in the UK.

We collect this information in a variety of ways. For example, data might be contained in CV's submitted directly to us or via a recruitment agency, obtained from your passport or other identity documents, or collected through interviews or other forms of assessments, including psychometric and online tests which are undertaken by a third party.

We will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. For the avoidance of doubt, criminal record checks are only undertaken where the role requires specific checks to be obtained. Leadec will seek information from third parties only once a job offer to you has been made.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why do Leadec process your personal data?

We have a legitimate interest in processing your 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 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.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check an applicant's eligibility to work in the UK before an offer of employment is made.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to ensure that we carry out our obligations and exercise specific rights in relation to employment.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

Should you be successful in securing a position with us, we need to process your data to enter into a contract with you.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to your data?

Your information will be shared internally within Leadec for the purposes of our recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with the vacancy and IT staff if access to the data is necessary for the performance of the roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. Leadec will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks, should you be offered a position that requires criminal checks to be undertaken.

We will not transfer your data outside the European Economic Area.

How does Leadec protect your data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. This includes a HR Data Retention policy, Salaried Recruitment policy and an IT Security policy.

How long does Leadec keep your data?

If your application for employment is unsuccessful, we will hold your data on file for a period of six months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment and for a period of seven years after your employment has ended. The periods for which your data will be held are detailed within the HR Data Retention policy.

Your rights

You have the following rights in relation to your personal information:

- the right to access and obtain a copy of your data on request;
- the right to require us to change incorrect or incomplete data;
- the right to require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- the right to object to the processing of your data where we rely on its legitimate interests as the legal ground for processing; and
- the right to ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Human Resources Department at Leadec Limited, Leadec House, 2 Academy Drive, Warwick, CV34 6QZ or by email to: Viwa_Recruitment@leadec-services.com. You can make a subject access request by completing the Company's form for making a subject access request, which is available from the Human Resources Department.

Leadec have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so. However, our Director of Human Resources has responsibility for data protection compliance in respect of the recruitment process.

If you believe that we have not complied with your data protection rights, then we would encourage you to contact the Human Resources Department stating the grounds for your complaint. Alternatively, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information we require, then we may not be able to progress your application, which could ultimately result in you being unsuccessful in securing a position with Leadec.

REVISION AND ISSUE STATUS

Issue No	Page No	Date Issued	Changes Made	Amended By
1	All	July 2018	Policy established	Sarah Gilbert