



## **TEES ACTIVE LIMITED PRIVACY NOTICE FOR JOB APPLICANT**

As part of any recruitment and selection process, Tees Active Limited (TAL) collects and processes personal data relating to job applicants. The company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **WHAT INFORMATION DO WE COLLECT?**

The company collects a range of information about you. 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 remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The company may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The company may also collect personal data about you from third parties, such as references supplied by former employers/tutors, information from employment background check providers and information from criminal records checks. We will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

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 WE PROCESS PERSONAL DATA?**

The company needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

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

The company will collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The company processes such information to carry out its obligations and exercise specific rights in relation to employment.

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

The company 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 may be shared internally for the purposes of the recruitment and selection exercise. This includes [members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The company will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. We will then share your data with current/former employers/tutors to obtain references for you, employment background check providers to obtain necessary background checks, the Disclosure and Barring Service to obtain necessary criminal records checks and our Occupational Health provider, if necessary.

The organisation will not transfer your data outside the European Economic Area.

## **HOW WE PROTECT YOUR DATA?**

The company takes the security of your data seriously. It has 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.

## **FOR HOW LONG WILL WE KEEP YOUR DATA?**

If your application for employment is unsuccessful, the company will hold your data on file for 6 months after the end of the relevant recruitment and selection process.

If your application for employment is successful, personal data gathered during the recruitment and selection process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice and our Retention Policy.

## **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 company to change incorrect or incomplete data;
- require the company to delete or stop processing your data. For example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the company is relying on its legitimate interests as the legal ground for processing.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "**Contacting us**" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

## **WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment and selection process. However, if you do not provide the information, the company may not be able to process your application properly or at all.

## **CONTACTING US**

**If you have any questions about this privacy notice, please contact us via [recruitment@teesactive.co.uk](mailto:recruitment@teesactive.co.uk) or telephone (01642) 528584.**

In the event of any query or complaint in connection with the information we hold about you, please email [datacontrol@teesactive.co.uk](mailto:datacontrol@teesactive.co.uk) or write to us at Tees Active Limited, 3<sup>rd</sup> Floor, Redheugh House, Thornaby Place, Thornaby, Stockton-on-Tees, TS17 6SG.

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