

Privacy Notice for Job Applicants

Date of Issue:	5th April 2019
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Data controller: Andy Smith, Technical Director

As part of the recruitment process, S₂ Partnership collects and processes personal data relating to job applicants. S₂ is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does S₂ Partnership collect?

S₂ Partnership collects a range of information about you:

- 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;
- information about your entitlement to work in the UK.

S₂ Partnership may collect this information in a variety of ways. For example, data might be contained in application forms, CV's, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment

We may also collect personal data about you from third parties, such as references supplied by former employers. We will only seek information from third parties once a job offer to you has been made and will inform you that we are doing so.

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

Why does S₂ Partnership process personal data?

S₂ needs to process data to take steps at your request prior to entering into a contract with you. We 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 we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

S₂ Partnership has 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 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.

S₂ may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, S₂ Partnership may be obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for it to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the organisation may keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment 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.

S₂ Partnership will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. We may then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

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

How does S₂ Partnership protect data?

S₂ Partnership 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 does S₂ Partnership keep data?

If your application for employment is unsuccessful, we may hold your data on file after the end of the relevant recruitment process. for consideration for future employment opportunities and to meet our legal obligations. At the end of that period, or once you withdraw your consent, your data will be deleted.

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. The periods for which your data will be held will be provided to you in a new privacy notice.

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 organisation 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; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact inforequest@s2partnership.co.uk.

If you believe that the organisation has not complied with your data protection rights, 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 S₂ Partnership during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.