

# The Company Applicant Privacy Notice

This statement outlines how Joyce Design UK Ltd ('the Company') handles and uses the data it collects relating to applicants for employment. Paper records are held in secure on-site storage facilities.

The Company, whose main address is 40 Robjohns Road, Chelmsford. Essex. CM1 3AF is the data controller.

The Company have appointed a Data Privacy Manager, whose contact details are below:

Kate Joyce

40 Robjohns Road, Chelmsford, Essex, CM1 3AF

Email: [kate@joycedesign.co.uk](mailto:kate@joycedesign.co.uk)

## Categories of personal data collected

The Company collects the following details about applicants for employment:

- Personal contact details such as names, title, addresses, telephone numbers and personal email addresses.
- Date of birth
- Recruitment information (including work history, copies of right to work documentation, references, education and qualifications, answers to pre-interview questions and any other information included in a CV or cover letter or as part of the application process).
- Copy of driving licence, utility bills, bank statement, birth certificate, marriage certificate, passport.
- NI number
- Bank details
- Emergency contact numbers

We may also collect, store and use the following types of more sensitive personal information:

- Equality information including your gender; nationality, marital status, ethnicity, religion, and sexual orientation details. This will be anonymised.
- Information about your health, including any medical condition, health and sickness records.

Your personal data will be processed confidentially and securely.

**Sources of personal data.** Personal data about you will be collected through the application and recruitment process, directly from you or from an employment/recruitment agency. The Company may sometimes collect additional information from third parties including pension and payroll providers, HMRC, medical practitioners, former employers or other background check agencies and online sources.

## Disclosure of personal data

Any personal data is disclosed to staff with a need to know and will usually be limited to those individuals considering the suitability of candidates internally.

The Company will share your personal data with third parties where required by law or where the Company has another legitimate interest in doing so. "Third parties" includes third-party service providers (including contractors and designated agents).

The following activities may be carried out with the assistance of the following third-party service providers:

- recruitment
- UK visas and immigration
- occupational health services
- payroll
- pension provision and administration
- employment law advisers

All our third-party service providers, including any change in provider, are required to take appropriate security measures to protect your personal data in line with our policies.

The Company only permit a third-party service to process your personal data for specified purposes and in accordance with our instructions. The Company does not allow our third-party service providers to use your personal data for their own purposes.

### Special categories of personal data

“Special categories” include information relating to racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, genetic data, biometric data, health data, sex life and sexual orientation and criminal convictions and offences.

The Company may process special categories of personal data in the following circumstances where:

- it is necessary to assess your working capacity, in accordance with employment law or pursuant to a contract with a health professional, and subject to confidentiality safeguards.
- it is needed in the public interest, such as for equal opportunities monitoring or in relation to eligibility for or benefits payable under our occupational pension scheme.
- it is needed in relation to legal claims.
- it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent.
- you have already made the information public.
- you have given your explicit written consent.

The Company will use personal data:

- about your physical and/or mental health or disability status to carry out our legal obligations or exercise rights in connection with your proposed employment, for example to ensure your health and safety in the workplace and to assess your fitness to work and working capacity, to provide appropriate workplace adjustments in conjunction with occupational health or other health professionals subject to confidentiality. Processing will be carried out in accordance with our policy on processing special categories of personal data and the additional safeguards in place for such processing.
- about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

### Information about criminal convictions

The Company will only collect and use information relating to criminal convictions where:

the law allows us to do so. This will usually be where such processing is necessary to carry out our legal obligations in connection with the employment and provided the Company does so in line with our policy on processing special categories of personal data. Such information will be collected and used as part of the recruitment process or the Company may be notified directly by you or others in the course of you working for us.

it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent or where you have already made the information public.

### How the Company will use the information we collect about you

The information you provide as a candidate is used for the purposes of deciding whether to enter into a contract of employment with you and/or to comply with a legal obligation imposed on the Company or where it is necessary for the Company’s legitimate interests or those of a third party.

The situations in which the Company will process the following categories of personal data are listed below.

<b>Personal and contact information</b>	
Personal contact details such as names, title,	For the purposes of entering into a contract and/or

<p>addresses, telephone numbers and personal email addresses.</p> <p>Date of birth.</p>	<p>in compliance with a legal obligation imposed upon the Company and/or where necessary for the purposes of legitimate interests of the Company in relation to your prospective employment with the Company.</p>
<p><b>Recruitment</b></p> <p>Work history, copies of right to work documentation, references, education and qualifications, answers to pre-interview questions and any other information included in a CV or cover letter or as part of the application process.</p> <p>Copy of driving licence, utility bills, bank statement, birth certificate, marriage certificate, passport.</p>	<p>For the purposes of entering into and/or in compliance with a legal obligation imposed upon the Company and/or where necessary for the purposes of legitimate interests of the Company and/or necessary for the performance of a task carried out in the public interest including but not limited to:</p> <ul style="list-style-type: none"> <li>a) Making a decision about your recruitment and</li> <li>b) appointment.</li> <li>c) Checking you are legally entitled to work in the UK.</li> <li>d) Administering the contract the Company wish to enter into with you.</li> <li>e) Ascertaining your fitness to work.</li> <li>f) Determining the terms on which you will work for us.</li> </ul>
<p><b>Equal opportunities monitoring</b></p> <p>Equality information including your gender; nationality, marital status, ethnicity, religion, sexual orientation and disability details.</p>	<p>For the purposes of entering into a contract with you and/or in compliance with a legal obligation imposed upon the Company and/or where necessary for the purposes of legitimate interests of the Company including but not limited to equal opportunities monitoring and to conduct data analytics studies to review and better understand and benchmark employee retention, attrition rates and general workforce information.</p>

The Company will only use your personal data for the purposes for which the Company collected it unless the Company reasonably consider that the Company need to use it for another reason and that reason is compatible with the original purpose. If the Company need to use your personal data for an unrelated purpose the Company will notify you and the Company will explain the legal basis which allows us to do so.

The information you provide will be treated confidentially. If you fail to provide all the information the Company may not be able to process your application successfully.

#### **Transfer of data overseas and safeguards**

Your personal data is held and processed in the UK and therefore the Company do not transfer your personal data outside the EU.

#### **Retention period**

Your personal data will be held confidentially for as long as necessary to fulfil the purposes for which it was it collected, including for the purposes of satisfying any legal, accounting, or reporting requirements.

The personal data you provide as part of the recruitment process will only be shared with those who need to see your application for administrative purposes and selection.

Should you be appointed to a position, the personal data provided on application (including equality monitoring data) will continue to be held by the Company as part of its employee records.

Data will be retained in accordance with our retention schedule . A copy has been sent to you separately. Further copies can be obtained from Kate Joyce [kate@joycedesign.co.uk](mailto:kate@joycedesign.co.uk)

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis

### **Your rights including complaints to the Information Commissioner's Office**

You have the right under GDPR to:

**Request access** to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data the Company holds about you and to check that it is being processed lawfully.

**Request correction** of the personal data that the Company holds about you. This enables you to have any incomplete or inaccurate information held about you corrected.

**Request erasure** of your personal data. This enables you to ask the Company to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing for which see below. Your request will be complied with unless it is required to comply with a legal obligation or to perform a task carried out in the public interest or for the establishment, exercise or defence of legal claims.

**Object to processing** of your personal data where the Company, are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.

**Request the restriction of processing** of your personal data. This enables you to ask the Company to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.

**Request the transfer** of your personal data to another party.

**Withdraw consent:** Consent is usually, but not always, obtained where there is no other legal basis on which to process your personal data for a specific purpose. In these limited circumstances you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent to processing by the Company, please contact the Data Privacy Manager, Kate Joyce. Once The Company have received notification that you have withdrawn your consent, The Company will no longer process your information for the purpose or purposes you originally agreed to unless The Company have another legitimate basis for doing so.

**to complain to the Information Commissioner's Office (ICO):** the ICO is the UK supervisory authority for data protection issues. For more information please visit the following website: <https://ico.org.uk/for-the-public/raising-concerns/>

If you wish to exercise any of the above rights please contact Kate Joyce in writing.

### **Automated decision making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

### **Security and how The Company hold your information**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **Updating and correcting your personal data**

The Company aim to keep your data current and it is important that the personal data the Company hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

## **Your agreement**

By providing us with your personal data, you agree to the collection and use of this information in accordance with the purposes described above in this privacy notice or as otherwise explained to you.

The Company may update this privacy notice at any time. The Company will provide you with a new privacy notice when the Company make any substantial updates. The Company may also notify you in other ways from time to time about the processing of your personal data.

If you have any questions about this privacy notice or wish to update your record, please contact Kate Joyce.