

Candidate Privacy Policy

This candidate privacy policy applies to employees, workers and contractors. It explains how we use any personal information we collect about you when you apply for a vacancy advertised by Circuit Coatings Limited.

Like any organisation, as part of any recruitment process, we collect and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

Who is our Data Protection Manager?

Sam Pritchard can be contacted via sam@circuitcoatings.co.uk or 01922 635589

Circuit Coatings Data Protection Policy

A copy of our data protection policy can be obtained by contacting sam@circuitcoatings.co.uk

Data Protection Principles

In line with company policy, personal data must be processed in accordance with six 'Data Protection Principles.' It must:

- be processed fairly, lawfully and transparently;
- be collected and processed only for specified, explicit and legitimate purposes;
- be adequate, relevant and limited to what is necessary for the purposes for which it is processed;
- be accurate and kept up to date. Any inaccurate data must be deleted or rectified without delay;
- not be kept for longer than is necessary for the purposes for which it is processed; and
- be processed securely.

We are accountable for these principles and must be able to show that we are compliant.

What type of information do we collect?

If you apply for a post at the Circuit Coatings Limited, we will collect the following information about you:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;

- Contact details for referees whom we can contact to seek a reference for you;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Information about your eligibility to work in the UK;
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, and religion or belief;
- Whether you are related to a current member of staff

For applicants selected for an offer of employment, we will ask you to provide:

- Some of the information you will already have provided at the application stage so we can confirm the details
- Details of your academic qualifications;
- The nature of your previous employment;
- A completed personal details form
- Proof of your identity and eligibility to work in the UK;
- Originals of your qualifications held;
- Your bank account, NI and tax information for payroll purposes; and
- Emergency contact and next of kin details.

We collect this information in a variety of ways including in application forms, CV's and face to face meetings to view and take copies of your original documents such as your qualifications, passport or other identity documents.

We will also collect personal data about you from third parties, such as references supplied by former employers. We will only take up references from the referees you provide us with and only once you have been selected for a job offer. We do not process any data about criminal convictions

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

How will we use the information about you?

Circuit Coatings Limited will use the information you provide to us on your application form for recruitment and selection purposes only.

If your application is successful and we offer you a post with us, we will also use the information that you provided to us to perform our contract of employment with you.

The information you provide to us will be kept confidential and your personal information will not be disclosed to third parties without your prior consent except where necessary to confirm factual information provided by you; and in compiling anonymous statistical data that we are legally required to submit to Government agencies such as the Annual Survey of Hours and Earnings (ASHE).

For how long does Circuit Coatings Limited keep data?

If your application for employment is unsuccessful, Circuit Coatings Limited will hold your data on file for 6 months after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR file and retained during your employment and will be destroyed 6 years after your employment ends.

Why does Circuit Coatings Limited process personal data?

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

In some cases, the company needs 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.

Circuit Coatings Limited 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 the company to manage the recruitment 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 organisation may process health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

The company may process information on protected characteristics covering age, gender, ethnic origin, nationality, sexual orientation, disability, religion or belief, for equal opportunities monitoring purposes.

Circuit Coatings Limited will not use your data for any purpose other than as specified.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment process with members of staff on the recruitment panel.

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. The organisation will then share your data with your referees to obtain references for you.

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

How does Circuit Coatings Limited protect 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.

Your rights

As a data subject, you have a number of rights. You can:

- 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;
- access and obtain a copy of your data on request;
- object to the processing of your data where the company is relying on its legitimate interests as the legal ground for processing; and
- 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 our Data Protection Officer

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioners' Office.

What if you do not provide personal data?

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

Automated decision-making

Circuit Coatings Limited do not use automated decision making.

Changes to our privacy statement / policy

We keep our privacy policy under regular review and will publish any updates on the company website.

This privacy policy was last updated on 25th May 2018.

How to contact us if you have queries or concerns

If you have any questions about our candidate privacy policy or the information that HR holds about you please email sam@circuitcoatings.co.uk.