



# Job Applicant Privacy Notice

## Purpose

Multitech Site Services Ltd takes seriously its responsibilities as a data controller under the Data Protection Act 2018 and the General Data Protection Regulations (collectively referred to as the 'Data Protection Regulations'). The company places high importance on the correct, lawful, and fair handling of all personal data, respecting the legal rights, privacy and trust of all individuals with whom it deals with.

This Privacy Notice tells you what personal data Multitech Site Services Ltd collects during the recruitment process, why we need it, how we use it and what protections are in place to keep it secure.

## Types of Personal Data We Collect

We may collect, hold and process the following personal data 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; and
- information about your entitlement to work in the UK.

## How Your Personal Data Collected

Multitech Site Services Ltd may collect your personal details in a variety of ways. For example, data might be contained in application forms, CVs and covering letters, qualification certificates, 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 seek information from third parties only 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, in HR Management Systems and on other IT systems (including email).

## Why We Process Your Data

Multitech Site Services Ltd need 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, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Multitech Site Services 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 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 additions, we may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics and for equal opportunities monitoring. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.



In some cases, it may be necessary to seek information about criminal convictions and offences. Where the business 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.

If your application is unsuccessful, Multitech Site Services Ltd may keep your personal data on file in case there are future employment opportunities for which you may be suited.

### **Who Has Access to Your 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.

We may share your data with a third party for the purpose of completing recruitment assessments depending on the nature of the role applied for. In these circumstances, we will inform you of this before submitting assessment requests. If your application for employment is successful and we make you an offer of employment, we will then share your data with former employers to obtain references for you.

### **Protecting Your Data**

Multitech Site Services Ltd 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 its employees in the performance of their duties.

### **How Long We Keep Your Data**

If your application for employment is unsuccessful, Multitech Site Services Ltd will hold your data on file for 6 (six) months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) 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**

Under the Data Protection Regulations, you have a number of rights with regards to your personal data. You have the right to request from us access to, rectification or erasure of your personal data, as well as the right to object to the business processing your data.

If you believe that Multitech Site Services Ltd has not complied with the Data Protection Regulations with regard to your data, you can lodge a complaint with the Information Commissioner' Office.

### **What If You Do Not Provide Personal Data?**

You are under no statutory or contractual obligation to provide data to Multitech Site Services Ltd 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.