



Datrys Consulting Engineers Limited Candidate Privacy Notice

What is this notice for?

Datrys Limited is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

What are the data protection principles?

We will comply with data protection law and principles, which means that your data will be:

- 0 Used lawfully, fairly and in a transparent way.
- 0 Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- 0 Relevant to the purposes we have told you about and limited only to those purposes.
- 0 Accurate and kept up to date.
- 0 Kept only as long as necessary for the purposes we have told you about.
- 0 Kept securely.

What kind of information do we hold about you?

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- 0 The information you have provided to us in your curriculum vitae and covering letter. The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, driving licence.
- 0 Any information you provide to us during an interview.
- 0 Assessment exercises.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- 0 Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- 0 Information about your health, including any medical condition, health and sickness records.
- 0 Information about criminal convictions and offences.

How do you collect data about me?

We collect personal information about candidates from the following sources:

- 0 You, the candidate.
- 0 Any recruitment agency we use, from which we collect the following categories of data: those listed above in What kind of information do we hold about you?
- 0 Your named referees, from whom we collect the following categories of data: confirmation of your previous

employment history as far as the referee is aware.

- 0 The following data from third parties is from a publicly accessible source: online profiles/activities - linkedin and twitter.

How do we use information about you?

We will use the personal information we collect about you to:

- 0 Assess your skills, qualifications, and suitability for the role.
- 0 Carry out background and reference checks, where applicable.
- 0 Communicate with you about the recruitment process.
- 0 Keep records related to our hiring processes.
- 0 Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to work since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your CV and/or covering letter or your application form (as applicable) we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references before confirming your appointment.

Where there are specific checks for your particular role, for example, if clients require specific vetting, we will inform you in a separate notice.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

How do we use sensitive personal information?

We will use your particularly sensitive personal information in the following ways:

- 0 We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an assessment exercise or interview.
- 0 We will use information 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.

How do you use information about criminal convictions?

We do not (for most posts) envisage that we will process information about criminal convictions, however, it is possible that you may bring something to our attention in completing our application form.

If you are applying for certain roles, for example in Finance we will collect information about your criminal convictions history if we would like to offer you the role (conditional on checks and any other conditions, such as references, being satisfactory). We are entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular, Finance roles require a high degree of trust and integrity since it involves dealing with money and so we would like to ask you to seek a basic disclosure of your criminal records history.

If you are applying for a job as a technician or engineer you need to be aware that some clients may require vetting to be done on those attending their premises to prevent Terrorism. If you are appointed to such projects, you may be asked to consent to searches into your background including a basic disclosure of your criminal records history for the purposes of working on that project.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

Where criminal records are disclosed in making decisions as to whether to employ or engage we have regard to the following factors in accordance with guidance issued by NACRO:

- Whether the conviction (or other matter revealed) is relevant to the position in question.
- The seriousness of the offence.
- The length of time since the offence was committed.
- Whether there is a pattern of offending or other relevant matters.
- Whether the applicant's circumstances have changed since the offending behaviour.
- The circumstances surrounding the offence and the explanation offered by the individual involved.

AUTOMATED DECISION-MAKING

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

DATA SHARING

Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application: employment agencies and our HR consultant. All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

What security measures do you take?

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.

How long will you use my information for?

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you to work. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

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 in connection with personal information

Under certain circumstances, by law you have the right to:

- **0 Request access** to your personal information (commonly known as a “data subject access request”). This enables you

to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

- 0 **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- 0 **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information 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 information where you have exercised your right to object to processing (see below).
- 0 **Object to processing** of your personal information where we 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. You also have the right to object where we are processing your personal information for direct marketing purposes.
- 0 **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- 0 **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact [POSITION] in writing.

Who do I contact for further information?

We have appointed a data privacy manager to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact them. You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues.

I, _____ (candidate name), acknowledge that on _____ (date), I received a copy of Datry's Candidate Privacy Notice and that I have read and understood it.

Signature

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Name

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