



Job applicant privacy notice

The Company is aware of its obligations under the current data protection legislation 2018, and is committed to processing your data securely and transparently. This privacy notice sets out, the types of data that we collect and hold on you as a job applicant. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

Data controller

The Company is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows: info@livermead.com.

Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the course of your employment in ways that have been explained to you
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed.

Types of data we process

- your personal details including your name, address, date of birth, email address, phone numbers
- your photograph
- gender
- whether or not you have a disability
- information included on your CV including references, education history and employment history
- documentation relating to your right to work in the UK
- Passport or driving license

How we collect your data

We collect data about you in a variety of ways including the information in your CV or a job application email, or notes made during a recruitment interview.

Personal data is kept in HR paper files or within the Company's HR and IT systems.

Why we process your data

The law on data protection allows us to process your data for certain reasons only:

- in order to perform the employment contract that we are party to
- in order to carry out legally required duties
- in order for us to carry out our legitimate interests
- to protect your interests and
- where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data.

We need to collect your data to ensure we are complying with legal requirements such as:

- carrying out checks in relation to your right to work in the UK and
- making reasonable adjustments for disabled employees.

We also collect data so that we can carry out activities which are in the legitimate interests of the Company. We have set these out below:

- making decisions about who to offer employment to
- making decisions about salary and other benefits
- assessing training needs
- dealing with legal claims made against us

If you are unsuccessful in obtaining employment, we will seek your consent to retaining your data in case other suitable job vacancies arise in the Company for which we think you may wish to apply. You are free to withhold your consent to this and there will be no consequences for withholding consent.

Special categories of data

Special categories of data are data relating to your:

- health
- sex life
- sexual orientation
- race
- ethnic origin
- political opinion
- religion
- trade union membership and
- genetic and biometric data.

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

- you have given explicit consent to the processing
- we must process the data in order to carry out our legal obligations
- we must process data for reasons of substantial public interest
- you have already made the data public.

We will use your special category data for the purposes of equal opportunities monitoring or making reasonable adjustments for any disability.

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law. However, we may ask for your consent to allow us to process certain particularly sensitive data.

Criminal conviction data

We will only collect or process criminal conviction data where it is appropriate given the nature of your role to comply with any legal requirements including safeguarding for example.

If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not be able to process, or continue with (as appropriate), your application.

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing the data that you had previously given us consent to use. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

Sharing your data

Your data will be shared with colleagues within the Company who are involved in the recruitment process. This will include the Company's HR Consultant.

Your data will be shared with third parties if you are successful in your job application. In these circumstances, we will share your data in order to carry out right to work checks or reference requests or criminal record checks.

We do not share your data with bodies outside of the European Economic Area.

Protecting your data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse.

How long we keep your data for

In line with data protection principles, we only keep your data for as long as we need it for and this will depend on whether or not you are successful in obtaining employment with us.

If your application is not successful and we have not sought consent or you have not provided consent upon our request to keep your data for the purpose of future suitable job vacancies, we will keep your data for 6 months once the recruitment exercise ends.

If we have sought your consent to keep your data on file for future job vacancies, and you have provided consent, we will keep your data for 12 months once the recruitment exercise ends. At the end of this period, we will delete or destroy your data, unless you have already withdrawn your consent in which case it will be deleted or destroyed at the point of your request.

Your rights in relation to your data

Data protection law gives you certain rights in relation to the data we hold on you. The rights are:

- to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
- access. You have the right to access the data that we hold on you. To do so, you should make a subject access request
- for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
- to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
- portability. You may transfer your data that we hold for your own purposes
- to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
- to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

If you have any questions about the retention of your data, please contact info@livermead.com

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