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job applicant privacy notice (compliant with the GDPR)

As part of any recruitment process, **hsd** will collect and processes personal data relating to job applicants. **hsd** is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does hsd collect?

hsd will collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your entitlement to work in the UK

This information can be obtained in a variety of ways, e.g. information contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

hsd will seek information from third parties only once a job offer to you has been made and will inform you that it is 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 does hsd process personal data?

hsd 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, **hsd** 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.

hsd 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 **hsd** to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. **hsd** may also need to process data from job applicants to respond to and defend against legal claims.

hsd processes 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.

hsd will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, **hsd** will keep your personal data on file in case there are future employment opportunities for which you may be suited. **hsd** will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes the HR Manager, interviewers involved in the recruitment process, Managers in the business area with a vacancy and the IT Manager if access to the data is necessary for the performance of their roles.

hsd will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. **hsd** will then share your data with former employers to obtain references for you. **hsd** will not transfer your data outside the European Economic Area.

How does hsd protect data?

hsd 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.

How long will hsd keep data?

If your application for employment is unsuccessful, **hsd** will hold your data on file for six months after the end of the relevant recruitment process for consideration for future employment opportunities. At the end of that period (or once you withdraw your consent), your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file 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

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

- access and obtain a copy of your data on request
- require **hsd** to change incorrect or incomplete data
- require **hsd** to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where **hsd** is relying on its legitimate interests as the legal ground for processing
- ask **hsd** to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override **hsd's** legitimate grounds for processing data

If you would like to exercise any of these rights, please contact Helena Chidzik. Operations / HR Manager.

If you believe that **hsd** has not complied with your data protection rights, you can complain to the Information Commission.

What if you do not provide personal data?

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