



Broadland Guarding Services – Privacy Notice – Job Applicant

Data Controller: Broadland Guarding Services, Delta House, Vulcan Road North,

Data Protection Officer: Responsible person, Robb Eldridge,
reldridge@broadlandguards.com, 01603 484884

As part of any recruitment process the Company collects and processes personal data relating to job applicants. The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Company collect?

The Company collects a range of information about you. This includes:

- You 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 Company needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, religion or belief

The Company collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment including online tests.

The Company will also collect personal data about you from third parties, such as references supplied by former employees, information from employment background checks or criminal records checks. The Company 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 (form), in personnel files, HR Company Management systems, and other IT systems including email.

Why does the Company 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.

The Company 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 Company 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.

Where the Company processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

If your application is unsuccessful, the Company will keep your personal data on file in case there are future employment opportunities for which you may be suited. The Company 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 members of the HR team, interviewers involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Company will not share your data with third parties, unless your application for employment is successful and it makes you ~~an~~ a provisional offer of employment. The Company will share your data with former employees to obtain references, employment background checks to meet ~~BS7958~~ BS7858 standards and the Disclosure and Barring Service to obtain the necessary criminal records checks.

If being recruited for the Doddds contract, your data may be transferred outside the European Economic Area (EEA). This is to meet special security checks required by the US Government for this particular contract. If you are not applying for this particular contract then your data will not be shared outside the EEA.

How does the Company protect data?

The Company takes the security of your data seriously and has internal policies and controls to ensure data is not lost, accidentally destroyed, misused or disclosed

and the information is accessed by employees only in the performance of their duties. Any personal information is stored securely and will be held only as long as necessary or as guidelines and regulations dictate.

Storage/Access of Material

All media is stored at the Company Headquarters building located at Vulcan Road North, Norwich, NR6 6AQ. The building is manned 24/7 as our Control Room is located on the 1st floor. Access to the building is either by FOB or the building entry buzzer which is controlled by our on duty Controller. There are secondary entrance doors for both the ground and 1st floors also requiring FOBs or manual buzzer release. All visitors are required to be escorted. Offices located on either the ground or 1st floors are kept locked outside of normal business hours. These offices are locked by key or combination lock. Office keys and the combination numbers are issued only to appropriate personnel. Spare keys and the ground floor entrance combination are held in the Control Room in sealed envelopes. Access to these offices is controlled and spare keys/combos must be signed for when the seal is broken.

All hard copy items are kept locked in offices with controlled access. Archive material is kept in our designated archive room. This room is kept locked with controlled access by only HR or Senior Management personnel. The room has a log which must be filled in when it is accessed.

Digital material is held on either desktop or laptop systems which are stored in offices. The servers are located on the 1st floor in a controlled area.

Retention

All hard copy or digital media is retained as per British Standards or other regulatory guidelines. Appendix 1 outlines retention guidelines for a majority of the information held. Information is held no longer than necessary; once information is no longer required it is either shredded on site or sent to an authorised site for secure disposal.

The Company will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment are set out by regulations and guidelines which we are required to adhere too. If you wish to have more details on how long types of information must be held you can request Appendix 1 of the Companies Data Protection Policy which outlines the retention period for various types of information.

For how long does the Company keep data?

If your application for employment is unsuccessful the Company will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the Company to keep your personal data on file, the Company will hold your data on file for a further 6 months for consideration for future employment opportunities. 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 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 the data subject you have a number of rights. You can:

- Access or obtain a copy of your data on written request
- Require the Company to change incorrect or incomplete data
- Require the Company to delete or stop processing your data, for example when data is no longer necessary to fulfil our contact of services
- Ask the Company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Companies legitimate grounds for processing data.

If you would like to exercise any of these, please contact R. Eldridge whose details are listed in this document. To make a Subject Access Request complete the Company form and submit it to the above named individual by email.

If you believe the Company has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Company 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.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

The recruitment processes are not based solely on automated decision-making.