



ALLIANCE-PIONEER GROUP – JOB APPLICATION PERSONAL DATA STATEMENT

Recruitment Data Protection Lead: Michaela Genockey (HR Manager)

Aim

This document details how Alliance-Pioneer Group (APG) collects, stores, uses and protects the personal data of applicants.

We take great care to protect the privacy of job applicants, both past and present. Obligations to privacy and data protection law are of the utmost importance to us so please read the below statement carefully.

Introduction

As part of any recruitment process, APG collects and processes personal data relating to job applicants. APG is committed to being transparent about how it collects and uses that data and how we are meeting data protection obligation we hold.

What information does APG collect?

The organisation will collect a whole range of information from you. This includes:

- Your name
- Your contact details, including your address, postcode, email address and telephone numbers
- Your date of birth
- 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
- If for a clinical role your Immunisation / Occupational Record
- Your rights to work information, which may include a copy of your passport or other approved documentation

APG will collect your 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.

APG 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 we will inform you when 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 do we process your personal data?

APG needs to process personal data in order to carry out steps at your request prior to entering into a contract with you.

In some cases, APG 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.

APG has a legitimate interest in processing personal data during the recruitment process and for keeping records of this. Processing data from job applicants allows us to manage our 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 legal claims.

The organisation may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the organisation will retain your personal data on file for a period of seven years in case there are future employment opportunities for which you may be suited.

Who has access to data?

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

APG will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. We will then only share your data with former employers to obtain references for you.

How do we protect your data?

The organisation takes the security of your data seriously. We have 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. All employees with access to your data have completed a GDPR course which is mandatory and renewed each year.

How long does APG keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for seven years from the end of the relevant recruitment process. At the end of that period or if you withdraw your consent for retention; 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 a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request
- Request APG to change incorrect or incomplete data
- Request APG 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 the organisation is relying on its legitimate interests as the legal ground for processing

If you would like to exercise any of these rights or have concerns regarding your data, please contact Michaela Genockey, HR Manager on the below e-mail address.

hr@alliance-pioneer.co.uk

What if you do not provide personal data?

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

Automated decision-making

Recruitment processes are not based on automated decision-making.