

APPLICANT PRIVACY NOTICE

Hill Engineering Ltd is the “**controller**” for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal data about you.

Personal data means any information relating to a living individual who can be identified (directly or indirectly) by reference to an identifier (e.g. name, NI number, employee number, email address). It can be factual (e.g. contact details or date of birth), an opinion about an individual’s actions or behaviour, or information that may otherwise impact that individual in a personal or business capacity.

Data protection law divides personal data into two categories: ordinary personal data and sensitive personal data. Any personal data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health conditions, or biometric data that is used to identify an individual is known as **sensitive personal data**. (The rest is **ordinary personal data**).

What type of personal data do we hold about you and why?

At the initial stages of recruitment, we collect, hold and use the following types of ordinary personal data:

Information contained in the application form/CV/covering letter, including your name, contact details, education, qualifications, employment history, referee details.

If you are shortlisted for interview we would hold selection information including correspondence, interview notes and the results of any selection tests. There may also be reference checks and right to work verification.

We hold and use this personal data so that we can:

- process your application and correspond with you about it;
- assess whether you have the required skills, experience, qualifications and training for a role within the company;
- make informed recruitment decisions;
- verify information provided by you;

- check and demonstrate that you have the legal right to work in the UK;
- keep appropriate records of our recruitment process and decisions;

What are our legal grounds for using your ordinary personal data?

- By applying for a job with us you are effectively asking us to **enter into an employment contract** with you.
- We need to comply with a **legal obligation** not to discriminate during our recruitment process or to employ someone who does not have the right to work in the UK.
- We have a **legitimate interest** to review and consider your personal data so that we can select the most appropriate candidate for the job.

What type of sensitive personal data do we hold about you, why and on what legal grounds?

We hold and use Equal opportunities monitoring data which will include gender and religious belief in order to comply with our **legal obligations** not to discriminate.

We collect information about your health in a pre-employment medical questionnaire. We have a **legitimate interest** to use this information to assess whether you are fit to do the job and to comply with health and safety requirements. We also have an obligation to make reasonable adjustments to accommodate a disability.

How do we collect your personal data?

You provide us with most of the personal data about you that we hold and use, for example in your written application, by completing selection tests and during interviews..

Some of the personal data we hold and use about you is generated from internal sources e.g interview notes to include reasons for whether or not your application is successful.

Some of the personal data about you that we hold and use may come from external sources, for example a recruitment agency or from taking up references provided by you.

Who do we share your personal data with?

We may share your right to work documentation with the Home Office, where

necessary, to verify your right to work in the UK as we have a **legal obligation** not to employ someone who does not have the right to work in the UK.

How long will we keep your personal data?

We will keep your personal data for so long as we are required to do so under legal, accounting, reporting or regulatory requirements. We will not keep your personal data for longer than we need it for our legitimate purposes.

If you are unsuccessful for the role for which you have applied, or you sent us a speculative application, then we may keep our data on file to identify if you might be suitable for any other vacancies that may arise within the next 12mths. If you do not wish us to retain your data for this purpose please let us know.

Your rights

You have a number of legal rights relating to your personal data, which are outlined here:

- **The right to make a subject access request.** This enables you to receive certain information about how we use your personal data, as well as to receive a copy of it and to check that we are lawfully processing it. Provided the information requested is not overly complex, we will respond within one month of receipt.
- **The right to request that we correct incomplete or inaccurate** personal data that we hold about you.
- **The right to request that we delete or remove** personal data that we hold about you 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 data where you have exercised your right to object to processing (see below).
- **The right to object to our processing** your personal data where we are relying on our legitimate interest (or those of a third party), where we cannot show a compelling reason to continue the processing
- **The right to request that we restrict our processing** of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.

If you would like to exercise any of the above rights, please contact Pearl Campbell by e-mail to pearl.c@hillattach.com or in writing. Note that these rights are not absolute, and in some circumstances, we may be entitled to refuse some or all of your request.

If you have any concerns about the use of your information, you also have the right to make a complaint to the Office of the Data Protection Commissioner. Details of how to contact the ICO can be found on their website: <https://ico.org.uk>.