

# CANDIDATE DATA PRIVACY NOTICE

Before you start your recruitment journey with us, we need to let you know how we'll be using the information you send us. Please read the statements below and if you have any questions or concerns please speak to your main contact from the HR Department.

## **PERSONAL INFORMATION – DATA PRIVACY STATEMENT**

As part of any recruitment process, the company collects and processes personal data relating to job applicants. We're committed to protecting the privacy and security of your personal information, being transparent about how we collect and use your data and meeting our data protection obligations.

Savencia F&D UK ("the company") is a data controller which means we are responsible for deciding how we hold and use personal data about you. This notice makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for in accordance with the General Data Protection Regulation (GDPR) and UK legislation.

### **What information do we collect?**

In connection with your application for work with us, the company will collect, store, and use a range of information about you. This includes:

- The information you have provided to us in your CV and/or covering letter and on your application, including your name, title, address and contact details, including email address and telephone number, date of birth and gender, together with details of your qualifications, skills, experience and employment history;
- information about your entitlement to work in the UK;
- any information you provide to us during an interview; and
- information about your current level of remuneration.

It also includes the following "special categories" of more sensitive personal data:

- disability information so that we can make reasonable adjustments during the recruitment process.

We collect this information in a variety of ways and from various sources. As noted above, data might be contained in application forms, CVs, obtained from your

passport or other identity documents, or collected through interviews or other forms of assessment such as an online test.

We will also collect personal data about you from third parties, such as references supplied by former employers, but we will only seek this information once a job offer to you has been made, and we will inform you that we are doing so.

Data will be stored in a range of different places, including on your application records, personnel file, in HR management systems and on other IT systems (including email).

### **How do we use and why do we process personal data?**

We will use the personal data we collect about you to:

- assess your skills, qualifications, and suitability for the role;
- carry out reference checks;
- communicate with you about the recruitment process;
- keep records related to our hiring processes; and
- comply with legal or regulatory requirements.

Having received your application, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references before confirming your appointment.

- We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from you allows us to manage the recruitment process, assess and confirm your suitability for employment and decide to whom to offer a job. We may also need to process data from you to respond to and defend ourselves against legal claims.
- We also need to process your personal data to decide whether to enter into a contract of employment or engagement with you.
- In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check your eligibility to work in the UK, if you're successful, before your employment starts.
- We process health information in order to consider whether to make or provide reasonable adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview, in compliance with our obligations under employment, social security and social protection law.

**What if you do not provide personal data?**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, we require references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

**Who has access to your data?**

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

We will not share your data with third parties, unless your application for employment includes an assessment type which is hosted through a third party (such as an online test for example) or if your application is successful and we make you an offer of employment, or where we are obliged to do so in compliance with a legal obligation or in compliance with our obligations in respect of regulatory bodies, government bodies and agencies or courts and court-appointed persons.

**How do we protect data?**

We take the security of your data seriously. We have internal policies (such as our Data Privacy policy) 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. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so. All of your data will therefore be held securely and processed only by those who use your data for the purposes of the recruitment process as referenced above.

**For how long do we keep data?****- Successful applicants**

If your application for employment or engagement is successful, personal data gathered during the recruitment process will be transferred to our HR management system and retained during your employment in accordance with our employee data privacy policy.

**- Unsuccessful applicants**

If your application for employment or engagement is unsuccessful, we will hold your data on file for 12 months after the end of the relevant recruitment process to the extent necessary to enable the Company to comply with any legal obligations or for the exercise or defence of legal claims (subject to any applicable legal or regulatory obligations to retain such information for a longer period).

It is likely that we will wish to retain your data for a further period of 6 months on the basis that a further opportunity may arise in future and we may wish to consider you for that. If so, we will seek your explicit consent to retain your personal data for a fixed period on that basis – you do not have to consent to this, and you can withdraw your consent at any time thereafter by contacting [claire.tarling@savencia-fd.co.uk](mailto:claire.tarling@savencia-fd.co.uk). Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

At the end of that period (or if you withdraw your consent prior to this) we will securely destroy your personal data in accordance with our data retention principles within our Employee Data Privacy Policy.

In the event that any court actions or other legal proceedings are pending, or impending, personal data will be deleted after termination of the court action or legal proceeding as appropriate.

### **Automated decision-making**

Some of our recruitment processes are based solely on automated decision-making. For example, if you state that you do not have the right to work in the UK on your application form, your application will not proceed any further beyond application. You may also be asked questions about your experience and/or qualifications, which if they don't match the mandatory requirement for the vacancy, again, your application may not proceed any further beyond application.

### **Your rights in connection with your personal data**

Under certain circumstances, by law you have the right to:

- **Request access** to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal data. This enables you to ask us to delete or remove personal data 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).

- **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- **Request the restriction of 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.
- **Request the transfer** of your personal data to another party.

If you want to review, verify, correct or request erasure of your personal data, object to the processing of your personal data, or request that we transfer a copy of your personal data to another party, please contact the company's Data Protection Officer:

**Name:** Claire Tarling

**Email Address:** [recruitmet@savencia-fd.co.uk](mailto:recruitmet@savencia-fd.co.uk)

If you have any questions about this privacy notice or how we handle your personal data, please contact the company's Data Protection Officer by email as above. If you believe that we have not complied with your data protection rights, you can complain to the UK's Information Commissioner's Office.