



CANDIDATE PRIVACY NOTICE

HR Department
hr@bond-group.co.uk

Introduction

Through our candidate application and recruitment process The Bond Group will collect, process and store personal information about you. Candidate data is processed for four main purposes which are;

- (a) Application,
- (b) Assessment and
- (c) Pre-employment screening, and
- (d) Worker permissions.

This document explains why we collect your personal information, what information we collect and how it is processed.

In this Candidate Privacy Notice the term “processing” covers all activities involving your personal information, including collecting, handling, storing, sharing, accessing, using, transferring and disposing of the information.

1) Why do we collect your personal information?

To manage your application, we will process certain personal information about you. The purposes for this are set out below. We only process your information which is necessary for the purposes of progressing your application or which is required by law or any regulatory requirements. There are rules set out by Article 6 (general data) and Article 9 (for special data) that we comply with for the strict purpose of the data we collect, use and store. Not all of the purposes set out below will apply to you.

Application: CV, application form, name, address, employment history, academic and professional qualifications, age, diversity (i.e. gender, ethnicity, disability, sexual orientation), nationality, previous disciplinary matters and work experience;

Assessment: CV, application form, interview (face to face, telephone or video), behavioural assessments (group exercise or formal prepared presentation), technical assessments;

Pre-employment screening (PES); reference checking, DBS checks, pre-employment health questionnaire

2) What personal information might we process?

Here are some examples of the type of information we may process:

- Personal details such as name, address, date and place of birth;
- Work history/job data; previous employers, positions, dates, etc.
- Employee Benefits; basic salary, benefits, bonuses, etc.;
- Education and work history including professional qualifications and skills;
- Employer feedback/references to include regulated references where necessary;
- Nationality/visa/ right to work permit information; (e.g. passport, driving licence, National Insurance numbers)
- Photographs and images from recorded assessments or from onsite CCTV;
- Results of pre-employment screening checks (e.g. health, criminal records checks where legally permitted)

- Assessment results e.g. Psychometric assessment results, results from video or telephone assessment

3) Who do we share your personal information with?

Your data will usually be shared with the HR Manager and the hiring manager presented to The Bond Group by (a) a Recruitment Agency or (b) by you contacting us as a result of a recruitment campaign. Under both scenarios, data will be stored, processed and managed by The Bond Group. Any data will only be shared to external partners if it is necessary or required (for example in order to carry out Pre-employment screening).

The recruitment process will involve:

- Assessing and progressing your application,
- Assessing your suitability (skills, strengths, behaviours for the role)
- Activities needed to complete the on-boarding and screening process of a successful application.

To enable these processes your personal information may be shared internally, but the information shared is limited to what is required by each individual to perform their role in the recruitment process.

Your personal information may be shared internally with the following people:

- Those employees who will manage your role or are acting on their behalf;
- Employees in The Bond Group with responsibility for tasks in the recruitment process;
- Employees in The Bond Group with Legal, HR, Regulatory or Fraud responsibility for investigating issues of compliance regulations, policies and contractual requirements;
- Employees in IT, within The Bond Group or outsourced for this purpose, and system owners who manage user access;

The Bond Group may also need to share your information with certain external third parties including those listed below:

- Companies who provide candidate interview and assessment services;
- Suppliers who undertake health assessment background screening;
- Academic institutions (Universities, colleges, etc.) in validating information you've provided
- Other third-party suppliers (or potential suppliers), who provide services on our behalf;
- Previous roles (paid or unpaid) you have held for the purpose of carrying out reference checking.

You have the right of access of any third party, of which contact details can be supplied.

4) How do we protect your information?

Our HR and Recruitment systems are protected to ensure unauthorised or unlawful processing of personal information, accidental loss or destruction of, or damage to, personal information does not occur. Our staff are also trained to ensure they are compliant with GDPR and Data Protection legislation.

5) Your Rights

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data.

- You have the right to request from us access to and rectification or erasure of your personal data
- the right to restrict processing, object to processing as well as in certain circumstances
- the right to data portability

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data. Please refer to the Information Commissioners Office website;

<https://ico.org.uk/>

6) Identity and contact details of controller

The Bond Group is the controller of data for the purposes of the DPA 18 and GDPR. If you have any concerns as to how your data is processed you can contact:

The HR Department – hr@bond-group.co.uk

Or you can write to;

Bond House
New Road
Sheerness
Kent
ME12 1BB

Alternatively, you can make a "subject access request" to request information on the data we hold about you. This request should be sent to the HR Department at the above address. It is your responsibility to keep personal data up to date throughout the application process so that accurate application records can be maintained.

7) Data Retention

In accordance with our Data Retention Policy, we keep data belonging to unsuccessful candidates for a period of six months before deletion. If you wish for this information to be deleted prior to this please email hr@bond-group.com