

Job Applicant Privacy Notice.

As part of any recruitment process, Brymor 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?

Brymor collects a range of information about you. This includes:

- your 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, and religion or belief

We collect 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.

Brymor will also collect personal data about you from third parties, such as references supplied by former employers, referees and information from criminal records checks. Brymor 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 job application form, in HR management systems and on other IT systems (including email).

WHY DOES THE COMPANY PROCESS PERSONAL DATA?

Brymor needs to process data 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, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

Brymor 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 us to manage the 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 and defend against legal claims.

Where Brymor relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Brymor 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 we process 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.

For some roles, Brymor is obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, we will keep your personal data on file in case there are future employment opportunities for which you may be suited. You will be asked for your consent before we keep 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 business area with a 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 is successful and we make you an offer of employment. We will then share your data with former employers/ referees to obtain references for you, and the Disclosure and Barring Service to obtain necessary criminal records checks.

Brymor will not transfer your data outside the European Economic Area with the exception of Construction Skills Certification Scheme (CSCS) which may transfer data outside the EEA.

HOW DOES THE COMPANY PROTECT DATA?

Brymor takes the security of your data seriously. It has 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. We use technical and organisational measures to safeguard your personal data, for example;

- Where it is appropriate to do so, encryption and pseudonymisation of data is implemented. Access to IT systems that contain personal data require password protected user accounts. Brymor restrict access to personal data to only employees that need to know (often referred to as the “principle of least authority”).
- Regular testing of existing recovery processes to restore data is carried out to make sure that data recovery procedures remain effective. In the event that the test results highlight areas for improvement, these are acted in a timely manner to maintain a working recovery method.
- Annual penetration testing is carried out by an independent auditor to review the resilience of the Company’s IT systems from attack. Any recommendations are acted upon in a timely manner where necessary.
- Review all applicable policies and procedures, ensuring they are disseminated to all employees, directors, agents, consultants, contractors and to any other people or bodies associated with the company.
- Ensure all our staff are trained on data security.
- Review data security regularly.

FOR HOW LONG DOES THE COMPANY KEEP DATA?

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

- access and obtain a copy of your data on request
- require Brymor to change incorrect or incomplete data
- require Brymor 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 company is relying on its legitimate interests as the legal ground for processing
- ask Brymor to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the company's legitimate grounds for processing data

If you would like to exercise any of these rights, please contact Carmen Morton, carmenmorton@brymor.co.uk or you can make a subject access request by completing the company's form for making a subject access request.

If you believe that Brymor 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 personal data to the company during the recruitment process. However, if you do not provide the information, Brymor 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

Recruitment processes are not based solely on automated decision-making.