

Privacy Notice for Job Applicants

The information in this notice applies to job applicants. Quality Compliance Systems QCS ("we") is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

We collect and process personal data relating to job applicants as part of any recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

What personal data do we collect?

We collect a process a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers;
- information about your remuneration history;
- information about your nationality and entitlement to work in the UK;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

How is my personal data collected?

We will collect, store, and use personal information that you provide for the recruitment process. We collect this information in a variety of ways. For example, data is collected through application forms, CVs or resumes supplied by you or by a recruitment agency; from correspondence with you; or through interviews, meetings or other assessments. We will collect data from third parties with your consent only.

Why do we process your personal data?

We need the personal data listed above for making recruitment decisions. To take steps before entering, and to enter into a contract of employment with you.

Where we process other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that the organisation uses for these purposes is anonymised or is collected with the express consent of employees, which can be withdrawn at any time. Job Applicants are entirely free to decide whether-or-not to provide such data and there are no consequences of failing to do so.

Who has access to personal data?

Your information will be shared internally, where appropriate, including members of the Employee Experience Team, the Senior Leadership Team, hiring managers and hiring teams. Where information is shared internally, this will be limited to only the data required for the performance of a specific activity or to meet a particular requirement.

We share your data with third parties for recruitment purposes only and only with your consent.

Will personal data be transferred outside of the European Economic Area?

We will not transfer your data to countries outside the European Economic Area

How is data protected?

We take the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by authorised employees in the performance of their duties. Job Applicant data is held in an applicant tracking software with restricted user access.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

We have put in place procedures to deal with any suspected or confirmed data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

For how long is data retained?

We will only retain your personal information for as long as necessary to fulfil the purpose of recruitment. Data is retained for the duration of the recruitment process for the job the Job Applicant has applied for.

What are my rights?

As a data subject, you have a number of rights. You can:

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

If you would like to exercise any of these rights, please contact the Talent Acquisition Manager, recruitment@qcs.co.uk

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What happens if you do not provide us with your personal data?

Certain information such as contact details, employment history, skills, qualifications, remuneration history and your right to work in the UK need to be provided to enable us to complete the recruitment process.

Is data processed for the purpose of automated decision-making?

Hiring decisions are not based solely on automated decision-making.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Other processing of your personal data

Where we require your consent to process your personal data, where the provision of personal data is a statutory or contractual requirement or where providing it is necessary to enter into a contract we will inform you of this (to the extent we have not done so in this notice) during the appropriate process.

If you have any questions about this privacy notice, please contact the Talent Acquisition Manager, recruitment@QCS.co.uk