

## JOB APPLICANT PRIVACY POLICY

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### Job Applicant Privacy Notice

Rubberatkins is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. As part of any hiring process, we collect and process personal data relating to job applicants.

### What information does the organisation collect?

Rubberatkins collects a range of information about you including.

- your name, address, and contact details.
- details of your qualifications, skills, experience, and employment history.
- information about your current level of remuneration.
- whether you have a disability for which the organisation needs to make reasonable adjustments during the hiring process.
- information about your entitlement to work in the UK.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs/resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers. The organisation will seek information from third parties only with your explicit consent.

Data will be stored in within our BambooHR system.

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**Why does the organisation process personal data?**

The organisation needs to process data to take steps at your request prior to entering a contract with you. It also needs to process your data to enter a contract with you.

In certain instances, the organisation is obligated to handle data to guarantee adherence to legal responsibilities. For instance, verifying the eligibility of a prospective employee to work in the country where the position is located is a prerequisite before commencing employment.

The organisation has a legitimate interest in processing personal data during the hiring process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the hiring process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

The organisation handles health information when necessary to implement reasonable adjustments in the hiring process for candidates with disabilities. This is done to fulfil its obligations and exercise specific rights related to employment.

The organisation will not use your data for any purpose other than the hiring exercise for which you have applied.

**Who has access to data?**

Your details will be internally circulated for the purpose of the hiring process. This involves sharing with members of the HR team and hiring managers associated with the department to which the relevant vacancy belongs.

The organization will refrain from disclosing your data to third parties unless your job application is successful, and an employment offer is extended to you. In such a case, your information will be shared with pertinent benefit providers, and comprehensive details will be provided during the induction process.

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**How does the organisation protect data?**

The organisation prioritizes the security of your data. It has established internal policies and controls to prevent the loss, accidental destruction, misuse, or unauthorized disclosure of your data. Access is restricted to employees only for the proper execution of their duties.

**For how long does the organisation keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for one year after the end of the relevant hiring process. At the end of that period [or once you withdraw your consent], your data is deleted or securely destroyed.

If your application for employment is successful, personal data gathered during the hiring process will be transferred to your personnel file and retained during your employment. Details on how your data will be stored during a period of employment can be found within Rubberatkins' Internal Employee Privacy Policy.

**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 the organisation to change incorrect or incomplete data.
- require the organisation 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 organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact

[DataProtectionFocal@rubberatkins.com](mailto:DataProtectionFocal@rubberatkins.com).

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

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

You are under no statutory or contractual obligation to provide data to the organisation during the hiring process. However, if you do not provide the information, the organisation 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.

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