

Data controller: First Integrated Solutions Ltd ('the Employer')

As part of any recruitment process, the Employer collects and processes personal data relating to job applicants. The Employer is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Employer collect?

The Employer 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 Employer needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The Employer may 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, including online tests.

The Employer may also collect personal data about you from third parties, such as references supplied by former employers and information from employment background check providers. The Employer 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 application record, in HR management systems and on other IT systems (including email).

Why does the Employer process personal data?

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

In some cases, the Employer needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Employer 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 the Employer to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Employer may also need to process data from job applicants to respond to and defend against legal claims.

The Employer may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also

collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Employer processes such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Employer may keep your personal data on file in case there are future employment opportunities for which you may be suited. The Employer will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment 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.

The Employer will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Employer will then share your data with former employers to obtain references for you.

The Employer will not transfer your data outside the European Economic Area.

How does the Employer protect data?

The Employer 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. All data processors are aware of the Data Protection Act and will follow it accordingly, IT access to electronic files are controlled by the IT Department and all access requests are approved by Senior Management.

For how long does the Employer keep data?

If your application for employment is unsuccessful, the Employer will hold your data on file for 1 year after the end of the relevant recruitment process to allow you to be considered for any appropriate roles that may arise. 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 the Employer to change incorrect or incomplete data;
- require the Employer to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and

- object to the processing of your data where the Employer is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Nicola Tocher, HR Coordinator, Nicola.Tocher@firstintegrated.co.uk

If you believe that the Employer 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 data to the Employer during the recruitment process. However, if you do not provide the information, the Employer may not be able to process your application properly or at all.

Automated decision-making

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

Signed:



Martin Suttie
Managing Director
27th March 2018