



Job Applicant Privacy Notice

Data controller: ERS Administration Services Limited, 21 Lombard Street, London EC3V 9AH

Data protection officer: David Turner, dpo@ers.com

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

What information does the organisation collect?

The organisation 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 organisation needs to make reasonable adjustments during the recruitment process; and
- 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 or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The organisation 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 organisation process personal data?

The organisation needs to process data to take steps 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, the organisation also 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 organisation 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 organisation to manage the recruitment 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.

Where the organisation 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.



The organisation 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 the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will retain your personal information shared at your interview and/or contained within your interview pack for a period of 12 months after the organisation has communicated to you our decision about whether to appoint you to a role.. The organisation retains your personal information for that period so that the organisation can show, in the event of a legal claim, that the organisation has not discriminated against candidates on prohibited grounds and that the organisation has conducted the recruitment exercise in a fair and transparent way. After this period, the organisation will securely destroy your personal information in accordance with applicable laws and regulations.

If your application is referred to the 'merit list', the organisation will keep your personal data on file for a period of 12 months after the organisation has communicated to you our decision about whether to appoint you to a role. The 'merit list' will be used in the event there are future employment opportunities for which you may be suited. In this event, the organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time by contacting careers@ers.com

Occasionally your data may be kept on file for longer than the periods determined in this section should the organisation perceive a legitimate interest to do so, or if the organisation needs to do so to investigate or defend claims relating to the recruitment process.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise, and may also be shared with our group companies for this reason. 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 organisation will not otherwise share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share relevant personal data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

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

How does the organisation protect data?

The organisation 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. Should you require any further details please contact ERS' DPO, dpo@ers.com

For how long does the organisation keep data?

As above, if your application for employment is unsuccessful, the organisation will hold your data on file for 12 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisations will hold your data on for 12 months for consideration for future employment opportunities. At the end of the second period or once you withdraw your consent, your data is deleted.



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 rights under the Data Protection laws including the right to access the information the organisations hold about you and receive a copy of that information (subject to any legal restrictions that may apply), to have the information corrected if it is inaccurate, and to have it updated if it is incomplete.

The organisation may ask for proof of your identity before the organisation can respond to your request.

In certain circumstances you may also have the following rights:

- The right to have your data deleted;
- The right to restrict or object to the processing of your personal data;
- Where you have provided personal data voluntarily, or otherwise consented to its use, the right to withdraw your consent;
- The right to receive a copy of the personal information which you have provided to us, in a structured, commonly used and machine-readable format or to request that the organisation transfer that information to another party (known as “data portability”).

If you would like to exercise any of these rights, please contact the HR department. You can make a subject access request by completing the organisation's form for making subject access requests which is available on request from HRCentral@ers.com.

If you believe that the organisation 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 obligation to provide data to the organisation during the recruitment process. However, if you do not provide the personal data required, the organisation will not be able to process your application.

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.