

GDPR Data Protection Privacy Notice (Recruitment)

Stoneacre

Data Protection Privacy Notice - Recruitment

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information

Stoneacre Recruitment Department gathers and uses certain information about you for the purpose of recruitment.

Data protection principles

We will comply with the data protection principles when gathering and using personal information.

About the information we collect and hold

We may collect the following information up to and including the interview stage of the recruitment process:

- Your name and contact details (ie address, home and mobile phone numbers, email address);
- Details of your qualifications, experience, employment history (including job titles, working hours) and interests;

How we collect the information

We may collect this information from you, your education provider, the relevant professional body.

Why we collect the information and how we use it

We will typically collect and use this information for the purpose of recruitment within Stoneacre.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as the HR department and recruiting Line Managers within the organisation,

The recipient of the information will be bound by confidentiality obligations.

Where information may be held

Information may be held at our Head Office in the Recruitment Department.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for a period of 6 months, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment.

Your rights to correct and access your information

Please contact our Group Compliance Manager (Tony Choppin) or Recruitment Manager (Rachel Hardy) if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

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

How to complain

We hope that Group Compliance Manager or Recruitment Manager can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

The 'Schedule' below summarises the information we collect and hold, up to and including interview stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it

THE SCHEDULE
ABOUT THE INFORMATION WE COLLECT AND HOLD

Up to and including the Interview stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (ie address, home and mobile phone numbers, email address)	From you, (including your application via job boards and our internal careers page on Stoneacre website)	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to progress your application, conduct pre-screening calls, arrange interviews or invite to assessment centres and inform you of the outcome at all stages</p>	<p>To enable the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome</p> <p>To inform the relevant manager or department of your application</p>
Details of your qualifications, experience, employment history (including job titles, working hours) and interests	From you, (including your CV, cover letter, pre-screen call, application form (if relevant) and interview notes (if relevant))	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit</p>	<p>To make an informed recruitment decision</p> <p>Only the person (Line Manager) making the shortlisting decision will receive details to make an informed decision</p>