



GDPR Candidate privacy notice (UK)

1. What is the purpose of this document?

NPR Recruit Limited is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent or given a copy of this privacy notice because you are applying for vacancies directly by application through associated Job Boards, Marketing material, directly or previously communicated with NPR Recruit as a candidate or contractor, It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (**GDPR**).

2. Data protection principles

We will comply with data protection law and principles, which means that your data will be:

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

3. The kind of information we hold about you

In connection with your application we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, and any other information that you willingly provide to us
- Any information you provide to us during an interview.
- If relevant to the role, any information regarding security checks. Including vetting applications, certificates, drivers licence, passport.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.

- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

4. How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment Job Boards (That has introduced you), from which we collect the following categories of data: Please refer to section 3.
- Any background check provider authorised by you, from which we collect the following categories of data: Please refer to section 3.
- Any credit reference agency authorised by you, from which we collect the following categories of data: Financial and Credit history.
- Disclosure and Barring Service in respect of criminal convictions.
- Your named referees, from whom we collect the following categories of data: Performance, Work Ethic and any other information that may be relevant to your performance.

5. How we will use information about you

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to progress, discuss the role with you.

We also need to process your personal information to decide whether to forward your details to potential clients or the applied role.

Having received your CV and / or covering letter your application we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for a telephone conversation or face to face interview with NPR Recruit,

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

6. How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview **OR** on-site if required.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

7. Information about criminal convictions

We do not envisage that we will process information about criminal convictions unless the role advertised clearly states this.

We may collect information about your criminal convictions history if we would like to offer you the role (conditional on checks and any other conditions, such as references, being satisfactory). Our clients will dictate if we are required to carry out a criminal records check for a role in order to satisfy them that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

8. Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

9. Data sharing

9.1. Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application: Approved Credit Check Agencies if the role requires it, Approved DBS Agencies if the role requires it. All our clients and third-party service providers and other entities are required to take appropriate security measures to protect your personal information in line with our policies. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

10. Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to our employees, clients and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

11. Data retention

How long will you use my information for?

We will retain your personal information for a period as deemed necessary unless you inform of otherwise, We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. All personal information we will securely destroyed.

We retain your personal information on file, on the basis that any further opportunity may arise in future and we may wish to consider you for that.

Rights of access, correction, erasure, and restriction

11.1. Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

Request correction of the personal information that we hold about you, This enables you to have any incomplete or inaccurate information we hold about you corrected.

Request erasure of your personal information, This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing.

Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation

which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our Managing Director in writing.

Right to withdraw consent

When you applied for this role, contacted us directly you provided consent by applying on [DATE] to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time.

Data protection Data Protection Officer

We have a designated individual Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.]

J. Stoyles

Managing Director