



JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, SKDC collects and processes personal information, or personal data, relating to job applicants. This personal information may be held by SKDC on paper or in electronic format.

SKDC is committed to being transparent about how it handles your personal information, to protect the privacy and security of your personal information and to meet its data protection obligations under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018. The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information during the recruitment process. We are required under GDPR to notify you of the information contained in this privacy notice.

This privacy notice applies to all job applicants, whether you apply for a role directly or indirectly through an employment agency. It is non-contractual.

What information does SKDC collect about you?

SKDC collects and processes a range of information during a recruitment process including;

- Your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, employment history and experience
- information about your current remuneration
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK and
- Equal Opportunities monitoring form, including information about your ethnic origin, sexual orientation, health, age and religion or belief

How is information collected?

SKDC collects information in a variety of ways. For example, data might be contained in application forms, CV's, obtained from your passport or other identity documents or collected through interviews or other formal assessment. SKDC may collect personal data about you from third parties, such as references, information from employment background check providers and information from criminal records checks. SKDC will only seek information from third parties once a job offer to you has been made.



What we use your personal information for:

SKDC will use the personal information you provide to process your application. The information you provide on an application/CV makes it easier for us to assess your skills and knowledge against another applicant's in a fair and consistent way.

SKDC may also process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability in order to carry out its obligations and exercise specific rights in relation to employment practices.

Where SKDC processes other special categories of data, such as ethnic origin, sexual orientation, health, age or religion or belief as part of its recruitment practices, this is for equal opportunities monitoring purposes.

You are under no statutory or contractual obligation to provide personal information to SKDC during the recruitment process.

Your personal information may be stored in different places, including on your application record, in the organisation's HR management system and in other IT systems, such as the e-mail system.

Who we may share your information with:

We may need to share the information you have provided with:

- Third Party Organisations (for the purpose of seeking references)
- Disclosure and Barring Service
- Occupational Health Provider
- Other Government Agencies, HMRC, CSA

We are also permitted by law to protect public funds. To this end, we may share information that you provided for the prevention and detection of fraud.

We are also required to check individual's immigration status (as applicable) with Government Agencies.

How long we keep your personal information for

If you are successful in your application, the information you provide will become part of your employment file and some will be retained until your termination of employment with



SKDC and for 6 years after this time. If you are unsuccessful in the recruitment and selection process, your application will be kept for a further twelve months for consideration for future employment opportunities. At the end of that period, unless you otherwise withdraw your consent at an earlier stage, your data is deleted or destroyed. We will not keep information for any longer than is necessary to meet the purposes for which it was collected.

Your rights:

As a data subject, you have a number of rights including;

- obtaining a copy or access to your data on request
- requiring the organisation to change incorrect or incomplete data
- requesting that data be deleted or processing of your data be ceased, for example where the data is no longer necessary for the purposes of processing and
- objecting to the processing of your data where the organisation is relying on its legitimate interests as the legal grounds for processing

If you would like to exercise any of these rights or have any questions please contact the HR Team.

How we protect your data:

SKDC takes the security of data seriously. The organisation has internal policies and controls in place to try to ensure, as far as practicable, that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by its employees in the performance of their duties.

If you think we have incorrectly processed your personal information:

If you think that we may have breached the Data Protection Act by incorrectly processing your personal information and you wish to submit a formal complaint you should contact HR.

Where to find out more:

The Information Commissioner's website also has a lot of useful information for the public about the Act at: www.ico.gov.uk