

Candidate Privacy Notice

What is the purpose of this document?

Plus One is a “controller” in relation to personal data. This means we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (as an employee, worker or contractor).

It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment and selection process, and how long your personal data will usually be retained for.

It provides you with certain information that must be provided under the General Data Protection Regulations (UK GDPR).

Data Protection principles

To comply with data protection law, your data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that have clearly been explained to you and not used in a 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

The kind of information we hold about you

In connection with your application for work with us, 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 your application form, including names, title, address, telephone number, personal email address, employment history and qualifications
- Any information you provide to us during an interview

We will also collect, store and use the following types of more sensitive personal information:

- Information you have provided to us on your equality, diversity and inclusion monitoring form
- Information you have provided to us in your criminal record declaration, including any criminal convictions and offences
- Information about your health, including any medical condition, health and sickness records

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate

- Recruitment Agencies, from which we collect the following categories of data: information provided on your CV and application form and information provided on your criminal record declaration and equality, diversity and inclusion monitoring form
- UCheck, who process our Enhanced DBS checks
- Complete Background Screening, who process our international criminal checks
- Disclosure and Barring Service in respect of criminal convictions
- Your named referees, from whom we collect information relating to your suitability for the role/work

How we will use information about you

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

- Assess your skills, qualifications, and suitability for the role/work
- Conduct criminal record checks
- Conduct reference checks
- 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 appoint you since it is beneficial to the business to appoint someone to carry out that role/work.

We process your personal information to decide whether to enter into a contract with you.

Having received your application form we will 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 an interview. If you are invited to interview, we will use the information you provide to decide whether to offer you the role or work.

If we decide to offer you the role/work we will then take up references, carry out a criminal record and any other check before confirming your appointment.

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.

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 health, including any medical condition and disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during the interview
- We will use information you provide on the equality, diversity and inclusion monitoring form to ensure meaningful equal opportunity monitoring

Information about criminal convictions

We will process information about criminal convictions.

We are required to carry out a criminal record check to satisfy us there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

- We are legally required by our regulatory body The Office for Standards in Education, Children's Services and Skills (Ofsted) to carry out criminal record checks for those carrying out work in regulated activity
- The work is one which is listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (SI 1975/1023) and is also specified in the Police Act 1997 (Criminal Records) Regulations (SI 2002/233) so is eligible for an Enhanced check from the Disclosure and Barring Service

We have an appropriate policy document and safeguards which we are required by law to maintain when processing such data

Automated decision-making

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

Data sharing

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party services to use your personal data for their own purposes. We only permit them to process your data for specified our purposes and in accordance with our instructions.

Data security

We have in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We limit access to your personal information to those employees, agents, contractors 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.

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

Data retention

We will retain your personal information for a period of six month after we have communicated to you our decision about whether to appoint you. We retain your personal information for that period so we can show, in the event of a legal claim, we have not discriminated against candidates on prohibited grounds and we have conducted our recruitment and selection process in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

If we wish to retain your personal information on file, on the basis a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Rights of access, correction, erasure, and restriction

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 we are lawfully processing it.
- **Request correction** of the personal information we hold about you. This enables you to have any incomplete or inaccurate information we hold 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 (see below).
- **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 situation which makes you want to object to processing on this ground.
- **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 we transfer a copy of your personal information to another party, please contact Human Resources in writing.

Right to withdraw consent

When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment process. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact Human Resources. Once we have received notification you have withdrawn your consent, we will no longer process your application and, subject to our retention procedure, we will dispose of your personal data securely.

General

If you have any questions about this privacy notice or how we handle your personal information, please contact Human Resources.

You have the right to make a complaint at any time to the Information Commissioners Office (ICO) who is responsible for data protection issues in the UK.