

Privacy Notice – Job Applicant

Protecting Your Personal Information: Your Rights, Our Responsibilities

We provide this privacy notice to inform you as a job applicant of the types of data we process about you during the selection and recruitment process. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

You are under no statutory or contractual obligation to provide data to AKG during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

We are committed to ensuring that your privacy is protected and that the information held by us is secure. In order to prevent unauthorised access or disclosure we have put in place physical, electronic and managerial procedures to safeguard and secure the information we collect from you, including your online details.

Lawful Basis for Processing

We process your job application data for the purpose of our legitimate interest in recruitment. We will not use your data for any purpose other than recruitment to the post for which you have applied.

Collecting Your Data and Types of Data Held

We may collect, store and use the following types of personal data:

- Information that you provide to us for the purpose of applying for a job (Job Applications and CVs).
- As part of the recruitment process, we ask for your personal details including name and contact details. We will ask you about your previous experience and employment history, education, qualifications, skills, referees and for answers to questions relevant to the role you have applied for.
- Information about your current level of remuneration, including benefit entitlements.
- Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process.
- In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, if we wish to make an offer of employment, we are required to check your eligibility to work in the UK before employment is offered and complete a DBS check.
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, disability and religion or belief.
- Information about your computer and your visits to and use of our website, including your IP address, geographical location, browser type, referral source, length of visit and number of page views (Cookies).

AKG may collect this information in a variety of ways. For example, data might be contained in CVs, covering letters, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.



AKG will seek information from third parties only once a job offer has been made to you and will inform you that it is doing so. The only exception to this is if you are selected for interview and have provided us with your permission to contact your referees prior to a job offer being made.

Data will be stored in a range of different places, including on your application record and in IT systems (including email).

Who We Share your Information With

Our HR Team will have access to all this information and may share it internally for the purposes of the recruitment exercise. This may include members of the HR team, shortlisting and interview panel members and other managers in the organisation with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. As well as circulating your application and related materials to the appropriate staff at AKG, we may share your personal information for the above purposes as relevant and necessary with:

- Your referees.
- Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures.
- Companies or organisations providing specific services to, or on behalf of, AKG (such as Occupational Health).
- Benefits providers (such as the AKG Pension Plan administrator).

We will not share or use your contact information for any marketing purposes.

Retention Periods

If you are successful, the information you provide during the application process will be retained by us in line with our retention policy, currently for the duration of your employment and a further 6 years from termination of employment.

Wherever possible we will not retain original documents or print-outs and instead will make a note on our central HR and Payroll systems that the relevant check or procedure has been completed.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for six months from the closure of the recruitment campaign.

If you do not wish for us to retain your information or you have any other queries regarding your information and how it is used during our recruitment process, please contact: hr@akguk.co.uk.

Your Rights

As an individual you have rights under Data Protection Legislation, for example you can ask us:

- How we use your information
- Who we share it with
- For a copy of the information we hold on you
- To correct it if the information is wrong
- To erase the information we hold on you

Recruitment processes are not based on automated decision-making.

Making a Complaint

All queries or complaints regarding the recruitment process should be addressed directly to the Head of HR at hr@akguk.co.uk

If you have any concerns or complaints regarding your data rights you can contact our Data Protection Officer at DPO@akguk.co.uk

If your concern or complaint regarding your data rights is not resolved to your satisfaction you can raise a complaint with the Information Commissioner's Office and ask them to look at the procedures we are following. They can be contacted at:

Information Commissioner's Office

Whycliffe House, Water Lane

Wilmslow, Cheshire

SK9 5AF

Telephone 0303 123 1113

Further information about the work of the Information Commissioner and about data protection can be found at www.ico.org.uk