

Privacy Notice

Data Controller: Forman IT Limited, 1st Floor Lynnem House, 1 Victoria Way, Burgess Hill, West Sussex, RH15 9NF ('the Agency')

Data Protection Officer: Tiffany Hinde – Administration Supervisor – tiffany@formanit.com

As part of any recruitment process, the Agency collects and processes personal data relating to job applicants. The Agency is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Agency collect?

The Agency collects a range of information about you.

This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Agency needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The Agency may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through face to face or telephone interviews or other forms of assessment including online tests.

The Agency may also collect personal data about you from third parties, such as references supplied by former Agencies, information from employment background check providers and information from criminal records checks. The Agency will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so. Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Agency process personal data?

The Agency needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you. In some cases, the Agency needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Agency has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Agency to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Agency may also need to process data from job applicants to respond to and defend against legal claims.

The Agency may process special categories of data, such as information about ethnic origin, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Agency processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the Agency is obliged to seek information about criminal convictions and offences. Where the Agency seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment. If your application is unsuccessful, the Agency will keep your personal data on file in case there are future employment opportunities for which you may be suited. You are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally and externally to our client for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the client's business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Agency will not share your data with other third parties, unless your application for employment is successful and it makes you an offer of employment. The Agency will then share your data with former Agencies to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. The Agency will not transfer your data outside the European Economic Area.

How does the Agency protect data?

The Agency takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the Agency keep data?

If your application for employment is unsuccessful, the Agency will hold your data on file for 2 years after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file.

Your rights

As a data subject, you have a number of rights.

You can:

- access and obtain a copy of your data on request;
- require the Agency to change incorrect or incomplete data;
- require the Agency to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Agency is relying on its legitimate interests as the legal ground for processing.

Details for who to contact are on page one of this agreement (the Data Protection Officer) If you believe that the Agency has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

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

Automated decision-making

Recruitment processes are not based solely on automated decision-making.