

## **PRIVACY NOTICE FOR JOB APPLICANTS**

As part of our recruitment process, P3 collects and processes personal data relating to job applicants. P3 is committed to being transparent about how we collect and use that data and to meeting our data protection obligations under the General Data Protection Regulations.

### **1. What information does P3 collect about you?**

P3 collects a range of information about you. This includes:

- Your name, address and contact details (including e-mail address and telephone number).
- Details of your qualifications, skills, experience and employment history.
- Information about your current level of remuneration (including any benefit entitlements).
- Whether or not you have a disability for which P3 may need to make a reasonable adjustment during the recruitment process.
- Information about your entitlement to work in the United Kingdom.
- Information about criminal convictions and offences, for some roles only

P3 collects this information in a variety of ways.

For example, data might be provided in application forms, CVs or resumes, obtained from your passport or other identity documents or collected through interviews and other forms of assessment (including on-line tests).

P3 will also collect personal data about you from third parties, such as references supplied by your former employers, information from employment background check providers and information from criminal records checks.

P3 will only seek information from third parties once a job offer has been made to you and we will inform you that we are obtaining this.

### **2. Why does P3 process personal data?**

P3 has a legitimate interest in processing personal data during the recruitment process and for keeping records of that process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment, decide whom to offer a job to and ultimately to enter into an employment contract with you.

In some cases, P3 need to process data to ensure that it is complying with our legal obligations (for example, P3 are required to check a successful applicant's eligibility to work in the United Kingdom before employment starts).

P3 may also need to process data from job applicants to respond to and defend against any legal claims.

P3 processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability: this is to carry out our obligations and exercise specific rights in relation to employment.

For some roles, P3 is obliged to seek information about criminal convictions and offences. Where P3 seeks this information, it does so because it is necessary for it to carry out its legal obligations and exercise specific rights in relation to employment.

P3 will only use the data which you have supplied for recruitment purposes. On your job application form, you will be asked if you wish to be considered for any other vacancies which may arise and you may or may not then give your consent for your details to be held for use in any relevant future recruitment exercises.

### **3. Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Human Resources team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles. Data will then be stored in a range of different places, including your application records, within HR management systems and on other IT systems (including e-mail).

P3 will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. P3 will then share your data with former employers 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 if appropriate.

### **4. How does P3 protect data?**

P3 takes the security of your data seriously. P3 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 P3 employees in the proper performance of their duties.

P3 may transfer your information outside of the European Economic Area (EEA). If we do, you can expect a similar degree of protection regarding your personal information.

### **5. How long does P3 keep data for?**

If your application for employment is unsuccessful, the organisation will hold your data on file for 3 months after the end of the relevant recruitment process. At the end of that period (or once you withdraw your consent), your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during the period of your employment. The periods for which your data will be held as an employee will be provided to you once you have commenced employment with P3.

## **6. What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to P3 during the recruitment process. However, if you do not provide the information required, P3 may not be able to process your application.

## **7. Your rights**

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 P3 hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that P3 holds about you. This enables you to have any incomplete or inaccurate information which P3 holds about you corrected.
- **Request erasure** of your personal information. This enables you to ask P3 to delete or remove personal information where there is no good reason for P3 continuing to process it. You also have the right to ask P3 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 P3 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.
- **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 information to another party.

If you want to review, verify, correct, request erasure of your personal information, object to the processing of your personal data or request that P3 transfer a copy of your information to another party, please contact the HR department in writing.

## **8. Data Protection Officer**

P3 have appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how P3 handle your personal information, please contact:

**Andy McKinney  
The Data Protection Officer  
Eagle House  
Cotmanhay Road  
Ilkeston  
Derbyshire  
DE7 8HU**

**Telephone number: (0115) 850 8190**

If you believe that P3 have not complied with the requirements of the General Data Protection Regulation, 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, who can be contacted on telephone number 0303 123 1113.

#### **9. Changes to this privacy notice**

P3 will keep this privacy notice under regular review and reserve the right to update the notice at any time.