

Privacy Notice - Applicants

May 2018

This Privacy Notice explains how Business Control Solutions plc ('the Company') handles and uses information (both hard copy and electronic) it collects about job applicants. This notice is non-contractual and can be amended at any time.

The Company is a "data controller". This means that the Company is responsible for deciding how to hold and use personal information about you. The Company's address is Ground Floor, Churchgate, Peterborough, PE1 1TT.

The Company will comply with the data protection principles set out in the law when handling your personal information. Overall responsibility for monitoring compliance with data protection sits with Data Protection Officer, who can be contacted on corporatecontrol@bcscconsulting.com.

1. What type of information does the Company hold?

- "Personal data or information": this means any information about an individual from which that person can be identified. It does not include data where the individual's identity has been removed (anonymous data).
- "Special category data": this means data about an individual of a more sensitive nature and requires a higher level of protection.

2. On what basis does the Company process your information?

The Company will only use your personal information when permitted by the law. Most commonly, the Company will rely on the following legal bases when using your personal information:

- If you are successful, where it is necessary to take steps prior to entering into an employment contract with you (*).
- Where it needs to comply with a legal obligation (**).
- Where it is necessary for the Company's legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (***). The legitimate interests of the Company are to recruit the best candidate for any vacancy and it believes that this is not incompatible with your rights and freedoms.

We have indicated by asterisks in section 3 below the legal bases on which the Company processes your personal information. Some of the legal bases for processing will overlap and there may be several legal bases which justify the Company's use of your personal information.

The Company may rely on the following legal bases when processing your special category data:

- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards (^);
- Where it is necessary to comply with employment law/legal obligations (^); and
- In limited circumstances, with your explicit written consent (^^).

3. What personal information about you is processed by the Company?

The Company processes personal information, including:

- Basic personal information such as your name, title, address, contact details, date of birth, national insurance number, changes of name, birth town, and gender;(* and ** and ***);
- Application form, CV and/or cover letter, education/job history, interview notes, references, professional memberships/qualifications, training (*); and
- Any correspondence relating to the outcome of the recruitment process (either successful or unsuccessful) (* and ***).

The Company may also collect, store and use the following special category data:

- Information about your health, including any medical condition (physical or mental), (^);
- Information relating to your nationality (^);
- Information relating to commission of criminal offences (^^).

The Company will mainly collect personal information from you directly (e.g. through the interview process and the forms that you complete). In some cases, the Company may collect personal data about you from third parties, such as references supplied by former employers, employment agencies, information from employment background check providers and where required by law (e.g. HMRC).

4. How is your information used by the Company?

The Company will use your personal information for the following purposes (this list is not exhaustive):

- Ensuring that you have the right to work for the Company;
- Making a decision about your recruitment or appointment;
- Managing the recruitment process; and
- Ensuring compliance with legal requirements and obligations to third parties.

The Company will use your special category data in the following ways (this list is not exhaustive):

- We will use information about your health to make any reasonable adjustments during the recruitment process and, for certain roles, your fitness for the role.
- We will use information about your nationality to ensure that you have the right to work in the UK.
- We will use information about your commission of criminal offences to determine your suitability for employment.

5. What happens if you fail to provide personal information?

Where the provision of your personal data is required for the Company to enter into an employment contract with you, or is a statutory requirement, refusal to provide this personal information will prevent the Company from being able to offer you employment.

6. Will you be subject to automated decision making?

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making unless the Company has a lawful basis for doing so and it has notified you.

7. Who will your personal information be disclosed to?

Your personal information will be accessed by authorised staff who need to have access to that information (i.e. the recruiting manager and HR Department).

The Company will also have to share your data with third-party service providers, where it is necessary to ensure compliance with legal requirements or where we have another legitimate interest in doing so.

Your personal data will also be shared with other companies within the Business Control Solutions Group so that you can be considered for other vacant roles within the business.

The Company requires third parties to respect the security of your data, to take appropriate security measures and to treat it in accordance with the law. The Company only permits third parties to process your personal data for specified purposes and in accordance with its instructions.

8. Will your personal data be transferred to third parties outside of the European Economic Area?

The Company may transfer personal data about you outside of the EEA. No personal information will be transferred outside of the EEA, unless the Company is certain that an adequate level of protection exists in relation to the processing of that information (e.g. EU Model Clauses).

9. How long will the Company use your information for?

The Company will only retain your personal information for as long as necessary to fulfil the purposes it collected the personal information for, including for the purposes of satisfying any legal, accounting, or reporting requirements. For further information on the Company's retention of your information, please ask for a copy of the Data Protection Policy from hr@bcsc consulting.com.

10. What are your rights relating to your personal information?

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request").
- Request correction of the personal information that the Company holds about you.
- Request the erasure of your personal information.
- Request the restriction of and objection to processing of your personal information.
- Request the transfer of your personal information to a third party.

Some of these rights are not automatic, and the Company reserves the right to discuss with you why it might not comply with a request. If you want to exercise any of the above rights, please contact the Data Protection Officer at corporatecontrol@bcsc consulting.com.

In addition, in the limited circumstances where you may have provided your consent to the processing of your personal information, you have the right to withdraw your consent at any time. To withdraw your consent, please contact Human Resources in writing at hr@bcsc consulting.com.

11. Who can you contact if you have concerns about the Company's use of your personal information?

You retain the right at all times to lodge a complaint about the Company's management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you have any concerns or queries about the Company's use of your personal data, please contact Corporate Control in writing at corporatecontrol@bcsc consulting.com.



[bcsconsulting.com](https://www.bcsconsulting.com)

©Business Control Solutions plc 2018
A company registered in England. Registered office: Ground Floor, Churchgate, Peterborough, PE1 1TT, UK. Registration No. 04848374