

## **Privacy Notice for Candidates for Employment**

### **Introduction**

We treat privacy and confidentiality very seriously at Chepstow Plant International (referred to in this notice as “CPI” “we”, “us” or “our”) We comply with all aspects of the UK’s data protection legislative framework, which includes the European General Data Protection Regulation (GDPR) and the UK’s own legislation, the Data Protection Act 2018.

This privacy notice has been specifically written for people who want to work for CPI or any of the other companies in the CPI Group. We also have a separate Privacy Notice for employees and others who do work for us which is contacted in our Employee Handbook.

We ask that you read this privacy notice carefully as it contains important information about:

- where we get your personal information from
- What personal information that we collect about you, why and the lawful bases we rely on
- with whom we share your personal information
- how long we keep information and how we ensure it is secure; and
- your privacy rights

### **Data Controller**

This privacy notice is issued on behalf of Chepstow Plant International Limited and other companies that are in the same corporate group including Beacon Estates Chepstow Limited and Chepstow Construction and Maintenance Limited. Information is shared between the companies. We are not required to appoint a Data Protection Officer under the GDPR. However, queries or concerns relating to personal data should instead be directed to John Lavery our Data Privacy Manager.

### **Sources of Information**

We obtain personal information about you when deciding whether to offer you work.

The information is obtained directly from you, including the information you provide in a CV or covering letter or on our application form and at interview.

We may also obtain information from a third party such as a recruitment agent or via an on-line jobs board. We also create information ourselves during the recruitment process and obtain information about you from other sources to undertake various checks as set out below.

### **What Personal Information we collect, why and the legal bases for doing so**

The personal information we collect about you during the recruitment process will only be used for the purpose of the recruitment process.

We will use the contact details you provide to enable us to contact you or your recruitment agent to progress your application. We will use other information to assess your suitability for the role you have applied for. The legal basis for the processing of your information is that it is necessary in order to take steps towards entering into a contract with you.

We also have to process information to fulfil certain legal or regulatory requirements.

If we decide to offer you employment, we may undertake a range of checks depending on the position offered. This may include confirming your identity, verifying your qualifications and checking your right to work in the UK.

We will also seek references, using the contact details you provide. We will not contact any referees unless you confirm you are happy for us to do so. Your position will be conditional upon these checks being satisfactory. If any of the checks are not satisfactory, we will inform you.

We also undertake some social media vetting. Where we do this, we follow the guidance of the ICO and only access publically available information. We will discuss anything we find on social media with you before using it to make any decision about your employment.

Having made you an offer of employment, we may ask for information about any medical conditions you may have, including referring you for a medical report. This is in order to comply with our legal obligations to ensure your health and safety at work and/or our obligations to consider reasonable adjustments if you have a disability. We will comply with all legal requirements when obtaining a medical report.

Information about any medical condition you may have will be kept confidential to the HR department unless it needs to be shared with your line manager.

You may also be asked to provide information for our equal opportunities monitoring purposes. This is not mandatory information – if you don't provide it, it will not affect your application. Any information you do provide will be used only to produce and monitor equal opportunities statistics.

If your offer of employment is confirmed, we will ask you for the following:

- bank details – to process salary payments
- additional contact information that we may not have already obtained from you (including your home address and personal email address).
- emergency contact details – so we know who to contact in case you have an emergency at work

### **Automated decision Making**

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

### **Sharing your personal data**

A number of third parties, bound by obligations of confidentiality, may have access to your personal information or we may share or send it to them. This may include:

- recruitment agents that we are using to help with the recruitment process
- an occupational health provider who we ask to prepare a medical report
- other suppliers of CPI who provide goods, services, such as our IT systems, and professional advice to us to help us run our businesses.

We may also be required to share personal information with regulatory authorities, government agencies and law enforcement agencies. We will use reasonable endeavours to notify you before we do this, unless we are legally restricted from doing so.

We do not sell, rent or otherwise make personal information commercially available to any third party.

### **Transfers Outside the European Economic Area (EEA)**

We do not send the personal data of candidates for employment outside the EEA.

### **Choosing not to give personal information**

If you choose not to provide us with certain personal data you should be aware that we may not be able to offer employment. For example, we cannot employ you unless we are able to check your identity.

### **How long do we keep personal information**

Our policy is to not hold personal information for longer than is necessary. We have established data retention timelines for all of the personal information that we hold based on why we need the information. In the case of successful candidates for employment, your information will be held in accordance with the retention timescales in our Employee Privacy Notice. For unsuccessful candidates, we keep your information for a minimum of six months but no longer than twelve months after we have communicated to you our decision about whether to appoint you to work for us.

### **Security**

We are strongly committed to information security and we take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard and secure the information you provide to us including the use of encryption and pseudonymisation. If you wish to discuss the security of your information please contact us.

### **Individual Rights and How to Complain**

You have a number of rights in relation to your personal data which we have. Not all of the rights apply in all circumstances. For more information please refer to our main Privacy Notice. Please let us know if you are unhappy with how we have used your personal information. Information on how to do this is contained in the main Privacy Notice.

### **Changes to this Privacy Notice**

This privacy notice was last updated on 7<sup>th</sup> October 2018. We keep this privacy notice under regular review and may change it from time to time by updating this page in order to reflect changes in the law and/or our privacy practices. We would encourage you to check this privacy notice for any changes on a regular basis.