

<b>Policy Name: Candidate Privacy Notice (GDPR Compliant)</b>			
Issue: 01	Date: 25/05/2018	Author: HW	Page: 1 of 5

Pneumatic Components Limited (PCL) is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

### **Data protection principles**

We will comply with data protection law and principles, which means that your data will be:

Used lawfully, fairly and in a transparent way.

Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

Relevant to the purposes we have told you about and limited only to those purposes.

Accurate and kept up to date.

Kept only as long as necessary for the purposes we have told you about.

Kept securely.

### **The kind of information we hold about you**

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

The information you have provided to us in your curriculum vitae and covering letter.

The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications.

Any information you provide to us during an interview.

We may also collect, store and use the following "special categories" of more sensitive personal information:

Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.

<b>Policy Name: Candidate Privacy Notice (GDPR Compliant)</b>			
Issue: 01	Date: 25/05/2018	Author: HW	Page: 2 of 5

Information about your health, including any medical condition, health and sickness records.

Information about criminal convictions and offences

### **How is your personal information collected?**

We collect personal information about candidates from the following sources:

You, the candidate.

Recruitment agencies,

Your named referees,

### **How we will use information about you**

We will use the personal information we collect about you to:

Assess your skills, qualifications, and suitability for the work

Carry out background and reference checks, where applicable

Communicate with you about the recruitment process

Keep records related to our hiring processes

Comply with legal or regulatory requirements

We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your CV and covering letter we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role and we will then take up references.

### **If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history and proof of eligibility to work in the UK), we will not be able to process your application successfully.

<b>Policy Name: Candidate Privacy Notice (GDPR Compliant)</b>			
Issue: 01	Date: 25/05/2018	Author: HW	Page: 3 of 5

### **How we use particularly sensitive personal information**

We will use your particularly sensitive personal information in the following ways:

We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during the interview

We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

### **Information about criminal convictions**

We do not envisage that we will process information about criminal convictions.

### **Automated decision-making**

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

### **Why might you share my personal information with third parties?**

We will only share your personal information with the following third parties for the purposes of processing your application, for example DVLA, Psychometric testing organisations and Professional Certification bodies. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

### **Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from the HR Department.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

<b>Policy Name: Candidate Privacy Notice (GDPR Compliant)</b>			
Issue: 01	Date: 25/05/2018	Author: HW	Page: 4 of 5

### **How long will you use my information for?**

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

### **Rights of access, correction, erasure, and restriction**

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 we hold about you and to check that we are lawfully processing it.

**Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

**Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us 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 we 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. You also have the right to object where we are processing your personal information for direct marketing purposes.

**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 personal information to another party.

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

<b>Policy Name: Candidate Privacy Notice (GDPR Compliant)</b>			
Issue: 01	Date: 25/05/2018	Author: HW	Page: 5 of 5

### **Right to withdraw consent**

When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the HR department. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely

If you have any questions about this privacy notice or how we handle your personal information, please contact the HR department on 0114 247 9925 or email [hwaller@pclairtechnology.com](mailto:hwaller@pclairtechnology.com). 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.