

## Privacy Notice

Dated: 15<sup>th</sup> October 2018

Tracsis plc is committed to protecting your information by handling it safely and safeguarding it by using appropriate technical, administrative and physical measures. This privacy notice applies to all candidates when you use this website, whether you are applying to work with us as an employee, worker or contractor. This privacy notice details how we collect and use personal information about you during the recruitment process and how long we retain the information which is in accordance with the General Data Protection Regulation (GDPR).

Tracsis plc is a 'data controller' and this means we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained within this privacy notice.

### What is personal data?

Personal data or personal information refers to any information about an individual from which that person can be identified and there are special categories of sensitive personal data which require a higher level of protection.

### The type of information we hold about you:

We may collect, store and use the following categories of personal information about you:

- Name
- Address and contact details, including email addresses and telephone/mobile numbers
- Date of birth
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration including benefit entitlements.

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

- Information about your nationality and ethnicity
- Information about your health
- Information about criminal convictions and offences.

## **How do we collect and store your personal information?**

Through the recruitment process, we collect your personal information and this will be either direct from a candidate or from a recruitment agency. This information will be collected in a variety of ways, such as in a c.v, covering letter, from your right to work in the UK documents, other identity documents or information collected through the interview process, or another form of recruitment assessment.

Additional information may be collected from third parties including candidate's former employers and we will seek information of this nature, only once a job offer has been made to you and you have agreed that contact can be made.

Data is stored in a range of different places including in recruitment records, HR systems and other IT systems which include email. Our servers are located in the UK.

## **How do we use your personal information?**

Through the recruitment process, we use your personal information to assess and confirm suitability for future employment and make decision on job offers. Where we rely on legitimate interests as a reason for processing data we have considered whether or not those interests are overridden by the rights and freedoms of candidates and have concluded that is not the case.

The personal data we process is required to cover our legal obligations, for example, in relation to checking prior to making a job offer that our candidates have the right to work in the UK.

Prior to making contact with a third party, such as a previous employer, we would always seek your consent before making contact. Furthermore, we need to process data to take steps at your request prior to entering into a contract with you.

We may also need to process data from candidates to respond to and defend against legal claims.

## **How we use sensitive personal data?**

There are 'special categories' of sensitive data which require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place appropriate safeguards in place by law when processing this data and take the protection of this sensitive data very seriously.

We may process special categories of personal information where we need to carry out our legal obligations or exercise rights in connection with employment. We will use your sensitive personal data in the following ways:

- If provided, we will use the sensitive personal information to assist with making reasonable adjustments at the interview stage.
- We will use information about your health via a Health Questionnaire which we will ask you to complete after we have made the job offer so that if necessary, our OH team can assess your fitness for the role you have been offered.
- We will use information about your nationality to check you have the right to work in the UK.

We are allowed to use your personal information in this way to carry out our obligations and exercise specific rights in relation to employment and for our legitimate interests. There are appropriate safeguards in place to protect your data when used in this way.

## **Automated Decision making**

Our recruitment processes are not based on automated decision making.

## **Who has access to your personal data?**

Your information is only shared internally for the purposes of recruitment and those who may have access to your information include members of the HR Team, Team Leaders/Managers involved in the specific recruitment process, Occupational Health and IT, if this is required within their roles.

Your information will not be shared with third parties, apart from in the circumstances explained above unless your application for employment is successful and we make you an offer of employment to join Tracsis plc.

Your data will not be transferred outside the European Economic Area.

## **How do we protect your personal data?**

We take security of your data seriously and we take steps to protect your personal information from unauthorised access and against unlawful processing, accidental loss, destruction and damage.

## **How long do we keep your personal data?**

After the recruitment process has ended, we will hold your personal information for a period of 6 months unless you have been successful in your application and you are employed by Tracsis plc. During this period, we may contact you regarding other employment opportunities we think may be suitable for you. Please inform us if you do not want us to store your data for this purpose and after 6 months your data will be deleted safely.

If you are successful during the recruitment process, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

## Your rights

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

- Access and obtain a copy of your personal data on request.
- Require us to change incorrect or incomplete data.
- Require us to delete or stop processing your data.
- Object to the processing of your data where the organisation is relying on legitimate interests as the legal ground for processing.
- Ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisations legitimate grounds for processing data.
- Request the transfer for your personal data to another party.

If you wish to exercise these rights, please contact the Data Controller.

## What if you do not provide personal data?

Tracsis is committed to protecting your rights under GDPR and you are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide information, we may not be able to process your recruitment application.

## Data protection enquiries

If you have any questions about this Privacy Notice or how we handle your personal information, please contact Kevin Smith, Director of Support Services at Tracsis plc.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO) and you can contact the ICO in writing at ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## Changes to this Privacy Notice

Tracsis plc reserves the right to update this Privacy Notice at any time.