



OUR PURPOSE

KEEPING PEOPLE SAFE

OUR CORE VALUES

LOOK AFTER OUR TEAM

GIVE SOMETHING BACK

BE GREAT TODAY, BETTER TOMORROW

Applicant Privacy Policy

September 2022

Lancaster
Alston House
White Cross
Lancaster
LA1 4XQ

Manchester
Canton House
Princess Street
Manchester
M1 4JY

London
15 Maddox Street
Mayfair
London
W1S 2QN

Birmingham
S1 The Arch
48-52 Floodgate Street
Digbeth
B5 5SL

01524 847 554
fghsecurity.co.uk

Data Controller: FGH Security Limited, 4th Floor, Alston House, White Cross Business Park, Lancaster, LA1 4XQ

Data Protection Officer: Philippa Myatt, Head of Recruitment

As part of our recruitment process, we collect and process personal data relating to applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

1 What information do we collect?

- 1.1 We collect a range of personal information about you. This includes:
 - Your name, address and contact details, including email address and telephone number
 - Details of your qualifications, skills, experience and employment history
 - Information about your current level of pay, including benefit entitlements
 - Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
 - Information about your entitlement to work in the UK
 - Equal opportunities monitoring data, including information about your ethnic origin, sexual orientation, health, and religion.
- 1.2 We collect information in a variety of ways. Data is primarily collected through our Applicant Tracking System, For example, from your Talent Pool profile, application forms, CV's or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.
- 1.3 We may also collect personal data about you from third parties, such as references supplied by former employees, information from employment background check providers, credit checks and criminal checks. We will seek information from third parties prior to a job offer has been made to you and will inform you that we are doing so.
- 1.4 Data will be stored on your Talent Pool profile, the organisations applicant tracking software, HR management systems and on other relevant platforms such as email and screening software.

2 Why do we process personal data?

- 2.1 We need to process data to take steps, at your request, prior to entering into a contract with you. We also need to process your data in order to enter into a contract with you.
- 2.2 In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.
- 2.3 We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.
- 2.4 We process health information if we need 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.
- 2.5 Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes as permitted by the Data Protection Act 2018.
- 2.6 For some roles, we seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.
- 2.7 We seek references/employment history and credit checks for all roles. All employees are subject to BS7858 screening whether their role is front line, head office, SIA licenced or non licenced. We do so because it is necessary for us to carry out our obligations as a Security provider.
- 2.8 The organisation will keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time from the privacy settings on your talent pool profile.

3 Who has access to data?

- 3.1 Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers and hiring managers involved in the recruitment process, screening team, managers in the organisation department with a vacancy, IT staff if access to the data is necessary for the performance of their roles and Shared Services team to access data to be used for finance and payroll.
- 3.2 We will not share your data with third parties unless your interview for employment is successful and we progress you to the next stage of the recruitment process. The organisation 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.
- 3.3 The organisation will not transfer your data outside the UK.

4 How do we protect data?

- 4.1 We take the security of your data seriously. We have internal policies and access permission controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

5 For how long do we keep data?

- 5.1 We will hold data on file for 13 months after your last recruitment interaction with the organisations Applicant Tracking System. You will be contacted 30 days prior to the expiration where you can re consent for the same period or withdraw your consent. Should you withdraw your consent your data will be anonymised.
- 5.2 If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The period for which your data will be held after your employment ceases is in line with the recommended retention period of 6 years.

6 Your rights

- 6.1 As the subject of the data collected, you have a number of rights. You can:
- access and obtain a copy of your data on request
 - require the organisation to change incorrect or incomplete data
 - require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
 - object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing
 - ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data
- 6.2 If you would like to exercise any of these rights please contact: Human Resources, FGH Security, Alston House, White Cross Business Park, Lancaster, LA1 4XF.
- 6.3 If you believe that the organisation has not complied with your data protection rights, you can contact the Information Commissioner

7 What if you do not provide personal data?

- 7.1 You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide data and evidence of all the requirements set out in British Standard 7858.
- 7.2 You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information. A 'Prefer Not to Say' option is available across all categories.

8 Automated decision making

- 8.1 Some of the organisation's recruitment processes are based solely on automated decision-making.

Last Updated September 2022