

Candidate Privacy Notice

OVERVIEW

This privacy policy makes it clear how we process and protect your personal data. This includes any information that you submit to our online recruitment software and any information gathered as part of the recruitment process.

You are receiving a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). This notice 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 UK General Data Protection Regulation (UK GDPR).

This privacy notice is issued on behalf of SDL Surveying and so when we mention 'SDL', 'we', 'us' or 'our' in this privacy notice, we are referring to the Company processing your personal data.

If you have any questions about this privacy notice or how we handle your personal information, please contact our Head of Compliance at: Compliance@sdlsurveying.co.uk.

We use a Data Processor in order to collect, store and securely transfer your data in the recruitment process. The Data Processor we use is 360 Resourcing.

WHAT DATA DO WE COLLECT?

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

- Information provided on your CV
- Information provided in cover letter
- Your name, address, email address & phone number
- Any details you enter into any application form
- Any answers to questions that correspond with your recruitment preferences
- Any supporting information that you provide to expand your candidate profile
- Date of birth, gender,
- Employment history, qualifications
- Information you provide to us during an interview
- Information about criminal convictions and offences, if applicable.

HOW IS YOUR PERSONAL DATA COLLECTED

We collect personal data about candidates from the following sources:

- You, the candidate
- Recruitment agency
- Background check provider
- Credit reference agency
- Your named referees
- Psychometric testing companies
- CV database providers, such as LinkedIn, Indeed and CV Library
- Our employees, where they have referred you to us in accordance with our employee referral scheme
- RICS website

DATA SECURITY

The technology that we use has been designed with your security in mind. Our Data Processor's servers are based in the UK and they deploy both technological and operational security measures along with internal policies specifically implemented to protect your data.

HOW WE WILL USE DATA ABOUT YOU

We will use the personal data we collect about you:

- To assess your suitability for the specific job role that you have applied for.
- 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.

Our legal basis for processing your data will be in the legitimate interest in using the information that you supply to us in order to process your job application and decide whether to appoint you to work and to provide you with information which may be of use.

We may also contact you without your consent via personal contact information you have shared with 3rd party individuals and other organisations which is accessible to our company for the purpose of making you aware of vacancies or career opportunities which we believe may be of interest to you.

We may also use your personal data to undertake statistical analysis, in our legitimate interests to improve our processes.

Where we process special category data, criminal convictions or offence data as part of the recruitment process our special category condition is that it is necessary for the exercise of rights or obligations in the field of employment.

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), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

If we require your consent to process any data then we will inform you of this consent requirement, and request your "opt-in" consent, where appropriate.

AUTOMATED DECISION MAKING

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

DATA SHARING

We will share your personal data with third parties for the purposes of processing your application including recruitment agencies (such as 360 Resourcing referred to above), IT service providers, video interviewing companies, payroll software, HR software and other companies within our group. We may also share your data with our professional advisors such as lawyers, insurers, auditors or accountants. We may also share your data with HMRC.

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YOUR DATA ACCESS RIGHTS

When it comes to your personal data you have the following rights in some circumstances, to:

- Rectify inaccurate or outdated information
- Request to move your data (data portability)
- Object to data processing
- Withdraw your data consent at any time
- Be forgotten
- Ask for a copy of your data via a Subject Access Request (SAR)
- Lodge a complaint with the UK's Information Commissioner's Office (ICO) or other relevant supervisory authority

If you think that there are any inaccuracies in your data then let us know and we will amend your records.

To exercise any of your rights as against us please contact our Head of Compliance at Compliance@sdlssurveying.co.uk with your request.

If you'd like to remove the data that you have supplied to us then you can do so by emailing our Head of Compliance at Compliance@sdlssurveying.co.uk with your request.

If you're not happy with the manner in which your data has been processed you can submit a case to our internal complaints procedure by contacting our Head of Compliance at Compliance@sdlssurveying.co.uk.

If you are not satisfied with the outcome of our investigation, you have the right to contact the ICO (www.ico.org.uk).

In some cases, we may be compelled or permitted by the law, an official authority or regulatory requirements to process your personal information without your consent or knowledge, even after you have exercised your right to withdrawal, to be forgotten, or objected to processing. If this happens, we will only process the limited personal data that we are required to do so under these specific requirements.

DATA RETENTION

We will retain your personal data for a period of 12 months after we have communicated to you our decision about whether to appoint you to work. We retain your personal data 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 12 month period has expired, you will be contacted through our applicant tracking system to give you the opportunity to provide your consent for us to retain your personal data on file, on the basis that a further opportunity may arise in the future and we may wish to consider you for that. If, when contacted, you do not provide your consent for us to retain your personal data on file, your personal data will be securely destroyed in accordance with applicable laws and regulations.

If there is no activity on your candidate account for 12 months, it will be deactivated. You can also request to withdraw your details at anytime and thereafter your data will be fully anonymised for further protection.

PRIVACY POLICY CHANGES

We reserve the right to amend and modify this privacy statement for any reason and at any time.

CONTACT

If you have any questions about this privacy notice or how we handle your personal information, please contact our Head of Compliance at: Compliance@sdl surveying.co.uk.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO) with respect to data protection issues.