

Privacy Notice for Job Applicants

Data controller:

**Audit Bureau of Circulations (ABC), Saxon House, 211 High Street, Berkhamsted, HP4 1AD,
Telephone: 01442 870800, or email dataprotection@abc.org.uk**

As part of its recruitment process, the organisation (ABC) collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use this data and to meet our data protection obligations.

What information does ABC collect?

ABC collects a range of 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 remuneration;
- whether or not you have a disability for which we need to make reasonable adjustments for during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sex, age, marital status.

ABC may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been accepted and we inform you that we will do this when the offer letter is sent out.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does ABC process personal data?

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 your data to enter into a contract with you.

In some cases, we may need to process data to ensure that we are complying with our legal obligations. For example, we must check that a successful applicant is eligible to work in the UK before employment starts.

ABC has 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.

We may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

We process other special categories of data, such as information about ethnic origin, and sex for equal opportunities monitoring purposes.

If your application is unsuccessful, we may keep your personal data on file for a period of six months in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes with members of the HR team, interviewers involved in the recruitment process, and managers in the business area with a vacancy.

ABC will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you.

If we transfer your personal data to processors outside the European Economic Areas (EEA) we will do so with appropriate measures and controls to ensure your privacy rights continue to be protected in accordance with the appropriate legislation

How does ABC protect data?

We take the security of your data seriously. We have internal policies and 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.

How long does ABC keep data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

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 periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require ABC to change incorrect or incomplete data;
- require ABC to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where ABC is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the HR Manager via email dataprotection@abc.org.uk, or in writing to HR Manager, ABC, Saxon House, 211 High Street, Berkhamsted, Hertfordshire, HP4 1AD.

If you wish to make a complaint please contact us in order that we can look into the issue and respond. You also have the right to complain to the Information Commissioner's Office (ICO) which enforces data protection laws. For further information on your rights and how to complain to the ICO, please refer to the [ICO website](#)."

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.