

JOB APPLICANT PRIVACY NOTICE

Company (Data Controller):	MSP Capital
Address:	Capital House Strata House 12-14 Castle Street Poole BH15 1BQ
Individual responsible for personal data:	Name: Emma Sutton Email: e.sutton@mspcapital.co.uk Tel: 01202 743400

As part of any recruitment process, the business collects and processes personal data relating to job applicants. The business is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the business collect?

The business collects a range of information about you. This may include:

- 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, including benefit entitlements;
- whether or not you have a disability for which the business needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief
- public published professional profile (LinkedIn)

The business collects 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, including online tests.

The business will also collect personal data about you from third parties, such as references supplied by former employers. The business will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

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 the business process personal data?

The business needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the business needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The business 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 the business to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The business may also need to process data from job applicants to respond to and defend against legal claims.

Where the business relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The business processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the business processes 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.

The business will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The business will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment. The business will then share your data with former employers to obtain references for you.

The business will not transfer your data outside the UK.

How does the business protect data?

The business takes the security of your data seriously. It has 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.

For how long does the business keep data?

If your application for employment is unsuccessful, the business will hold your data on file for 6 months

after the end of the relevant recruitment process. If you agree to allow the business to keep your personal data on file, the business will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, 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 the business to change incorrect or incomplete data;
- require the business 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 business is relying on its legitimate interests as the legal ground for processing; and
- ask the business to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the business's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Becky Harris.

If you believe that the business has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the business during the recruitment process. However, if you do not provide the information, the business 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.