



PRIVACY NOTICE – JOB CANDIDATES

What is the purpose of this document?

Charles Wilson Engineers Limited is a "controller" in relation to personal data. This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It 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).

Data protection principles

We will comply with data protection law and principles, which means that your data will be: Used lawfully, fairly and in a transparent way; Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes; Relevant to the purposes we have told you about and limited only to those purposes; Accurate and kept up to date; Kept only as long as necessary for the purposes we have told you about; and Kept securely.

The kind of information we hold about you

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

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form.
- Any information you provide to us during an interview or other parts of the recruitment process.

We may also collect, store and use the following types of more sensitive personal information such as information about your health and information about criminal convictions and offences.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment agencies
- Your named referees.

How we will use information about you and why

We will use the personal information we collect about you to: Assess your skills, qualifications, and suitability for the role; Carry out background and reference checks, where applicable; Communicate with you about the recruitment process; Keep records related to our hiring processes; and Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you as an employee since it would be beneficial to our business to appoint someone to that the roles that we are recruiting for. We also need to process your personal information to decide whether to enter into a contract with you.

Having received your CV and covering letter or your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you work. If we decide to offer you work we will then take up references before confirming your appointment.

If you fail to provide personal information

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 references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways: We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during the interview process.

Information about criminal convictions

We may only use information relating to criminal convictions where the law allows us to do so.

We will collect information about unspent criminal convictions as part of our recruitment process. We have a legitimate interest in ascertaining whether there are any matters which may affect an employee's ability to carry out a role within our business which require a high degree of trust and integrity. We also consider that there is a substantial public interest in taking steps to prevent unlawful acts from occurring with our business, given that there is a high incidence of theft within the industry that we operate in.

If you apply for a role which requires you to use a Company vehicle, we may seek information about unspent driving convictions and/or recent accidents. We need this information to carry out our legal obligations and/or exercise rights in connection with employment. This information is required by the Company for insurance purposes and we also have an obligation to ensure that our Company vehicles are operated by employees who have a valid driving licence and in a way that takes into account the health and safety of their colleagues and the general public.

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

Why might you share my personal information with third parties?

We will not share your data with third parties as part of the recruitment process.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

Data retention

How long will you use my information for?

We will retain your personal information for a period of 9 months after we have communicated to you our decision about whether to appoint you. We retain your personal information 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 period, we will securely destroy your personal information in accordance with applicable laws and regulations.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

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

Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Mark Wilson at dpo@cwplant.co.uk in writing.

If you have any questions about this privacy notice or how we handle your personal information, please contact Mark Wilson at dpo@cwplant.co.uk. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO) who is responsible for data protection issues in the UK.