



PRIVACY NOTICE – JOB CANDIDATES

Purpose of this privacy notice

Charles Wilson Engineers Limited is a "controller" in relation to personal information. 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 information will be used, namely for the purposes of the recruitment process, and how long it will usually be kept for. It provides you with certain information that must be provided under the UK General Data Protection Regulation (UK GDPR).

Who we collect your personal information from

We collect personal information about candidates from the following sources:

- You, the candidate, for example in your CV, application form and during the interview process.
- Where applicable, recruitment agencies, from which we collect the following categories of information.
- Your named referees.
- Information which is already in the public domain and is readily accessible for example via social media platforms.

The types 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:

- **Identity information:** first name, last name, any previous names, marital status, title, date of birth, gender and photo.
- **Contact information:** addresses, telephone numbers, personal email addresses and emergency contact information to arrange or coordinate meetings, interviews, tests or assessments using communications channels including email, telephone, text or candidate dashboards or platforms.
- **Recruitment information:** copies of right to work documentation, copies of passport or other photo ID, copies of proof of address documentation (for example, bank statement or utility bill), background screening including references, and information included in a CV (for example, prior employment, education or qualifications), or cover letter or as part of the application process or examples of work (for example, written materials, photos, video or audio recordings).
- **Employment status check information:** results of HMRC employment status check, background or vetting checks and details of your interest in and connection with the intermediary through which your services are supplied.

- **Third party information:** shared by parties including education or training establishments, previous employers, recruitment agencies, head-hunters, recruitment, testing, assessment, social media or networking platforms.
- **Selection and assessment information:** information recorded as part of the recruitment process, including candidate selection, profiling and data analytics, interview and assessment information including notes, recordings and transcriptions and any relevant internet or social media searches (where permitted).

We **may** also collect, store and use the following types of **more sensitive personal information:** information about and connected with your health, any medical condition or disability.

We **may** also collect, store and use **criminal offence information** about you. This is information about criminal convictions and offences, including information about the alleged commission of offences, proceedings for an offence committed (or alleged to have been committed) and the disposal of those proceedings, including sentencing.

How we will use information about you

We will only use your personal information when we have a lawful basis to do so. Our lawful basis for each purpose for which we use your information is set out below. Most commonly, we will use your information 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.
- Comply with legal or regulatory requirements.

It is in our **legitimate interests** to decide whether to appoint you to a role with us since it would be beneficial to our business to appoint someone to vacant roles.

We also need to process your personal information to decide whether to **enter into a contract** of employment or engagement with you.

Having received 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 the applicable role. If we decide to offer you a role with us, we will then take up references before confirming your appointment.

Using personal information for new purposes

Before we use your personal information for any new purpose, we will ensure the processing is fair and lawful. In particular, we will confirm that an appropriate lawful basis applies to the new purpose and (where relevant) that any additional requirements for special category information or criminal offence information are met. We will carefully consider whether any new use is compatible with the original purpose for which your information was collected. In making that assessment, we take into account several factors, including:

- How closely connected the new purpose is to the original one.
- The context in which your information was collected, including your reasonable expectations at the time.
- The nature and sensitivity of the information involved.
- The potential impact on you.
- The safeguards we have in place to protect your information.

We will not use your personal information in ways that are unexpected, unfair, or that could have an unjustified negative impact on you.

In certain circumstances, the law treats further processing as compatible without requiring a full compatibility assessment, for example, where processing is carried out for archiving in the public interest, scientific or historical research, or statistical purposes, provided appropriate safeguards are in place.

Where we do intend to use your information for a new purpose, we will inform you and provide any relevant information before doing so. In some cases, you will have the right to object to that use, and we will make you aware of this right whenever it applies.

If you fail to provide personal information

In some cases, providing your personal information to us is a statutory or contractual requirement. For example, if we require a credit check or references for this role and you do not provide us with relevant details, we will not be able to take your application further.

Where we ask you for personal information for these purposes, we will make clear why we need it. If you do not provide it, we may be unable to carry out our legal or contractual obligations which may affect you. For example, if you do not 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.

Where providing your information is voluntary, we will tell you this and explain any consequences of not doing so.

Initial application information

Purpose/Use	Type of information	Lawful basis
HR records: setting up your candidate record in the HR Department	Identity information Contact information Recruitment information Third party information	Contract performance Our legitimate interests which are recruiting for vacant or new roles and processing job applications.
Grievance issues or complaints	Identity information Contact information Recruitment information	Contract performance Legal obligation Our legitimate interests which are

	Third party information	addressing complaints appropriately.
Legal disputes	Identity information Contact information Recruitment information Third party information	Legal obligation Our legitimate interests which are responding to legal dispute to protect Company business.

Candidate assessment information

Purpose/Use	Type of information	Lawful basis
Qualifications and skills: assessing qualifications and skills for a particular job or task	Identity information Contact information Recruitment information Third party information Selection and assessment information	Contract performance Legal obligation Our legitimate interests which are selecting most appropriate candidate for a role.
Right to work: confirming entitlement to work in the UK	Identity information Contact information Recruitment information	Legal obligation
Grievance issues or complaints	Identity information Contact information Recruitment information Third party information Selection and assessment information Employment status check information	Contract performance Legal obligation Our legitimate interests which are addressing complaints appropriately
Legal disputes	Identity information Contact information Recruitment information Third party information	Legal obligation Our legitimate interests which are responding to legal dispute to protect Company business.

	Selection and assessment information Employment status check information	
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How we use your special category personal information

We will not usually use information about your race or ethnicity, religious or philosophical beliefs, sexual orientation, political opinions.

Where appropriate we will use your special category personal information in the following ways:

- We use information about disability to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We may use information which might be sensitive in nature such as financial information as part of background screening.

Health and medical information

Purpose/Use	Lawful basis	Additional ground
Assessment of fitness to work	Contract performance Legal obligation	Employment law Assessment of working capacity
In relation to reasonable adjustments	Contract performance Legal obligation	Employment law Assessment of working capacity

Financial or regulatory information

Purpose/Use	Lawful basis	Additional ground
Employment and income verification, salary and benefit expectations	Contract performance Legal obligation Our legitimate interests which are recruitment of appropriate employees.	Employment law
Professional regulatory checks (for specific roles such as (financial, legal, accounting, insurance)	Contract performance Legal obligation Our legitimate interests which are recruitment	Employment law

	of appropriate employees.	
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Other

Purpose/Use	Lawful basis	Additional ground
Grievance issues or complaints	Legal obligation Our legitimate interests which are responding appropriately to concerns and business protection.	Employment law Legal claims
Legal disputes	Legal obligation Our legitimate interests which are responding appropriately to concerns and business protection.	Employment law Legal claims

How we use Information about criminal offences

We envisage that we will process information about criminal convictions.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such information.

We will collect information about unspent criminal convictions as part of our recruitment process. We are entitled to request this information to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role you have applied for. In particular:

- 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, which may affect our decision to enter into a contract with you.
- 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.

Purpose/Use	Lawful basis	Additional ground
Necessary for the reasons set out above	Contract performance Legal obligation Our legitimate interests which are ensuring	Employment Legal rights

	appropriate individuals are recruited to work for our business.	
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Automated decision-making

Automated decision-making is the process of making decisions by automated means with or without any human involvement.

We do not make decisions about you based solely on automated processing that would have legal, or similarly significant, effects for you. We will notify you if this position changes.

Data sharing

Why we might share your personal information with third parties

We will only share your personal information with the following third parties to process your application. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal information for their own purposes. We only allow them to process your personal information for specified purposes and in accordance with our instructions.

Cross-border data transfers

We will not transfer your personal information outside the UK.

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.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

How long will you use my information for?

We will retain your personal information for 12 months after we have communicated to you our decision about whether to appoint you to the role you have applied for. 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 process 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 would like to retain your personal information on file, on the basis that we might be able to consider you for an opportunity that may arise in future, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period for that purpose.

Your rights in relation to your information

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

- **Request access** to your personal information (commonly known as making 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. We will conduct a reasonable and proportionate search for your personal information.
- **Request rectification** 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 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 information, or request that we transfer a copy of your personal information to another party, please contact Mark Wilson at dpo@cwplant.co.uk.

Questions or complaints

If you have any questions or concerns 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 complain to us if you consider that there has been an infringement of your rights in relation to your personal information.

You can submit a complaint using the following channels:

- Email: dpo@cwplant.co.uk
- Post: The Data Protection Officer, Charles Wilson Engineers Ltd, 86 High Street, Harpenden, Hertfordshire, AL5 2SP
- Telephone: 01582 763122

When we receive a data protection complaint, we will:

- Acknowledge receipt no later than 30 days from receiving it.
- Take appropriate steps to respond without undue delay, which may include making enquiries into the subject matter of the complaint and, where appropriate, keeping you informed about the progress of our handling of the complaint.
- Inform you of the outcome without undue delay.

You also 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.