

Recruitment Privacy Notice

Introduction.

The purpose of this notice is to inform you, as applicants for employment, about how and why your personal data is used so that we are as transparent as we possibly can, and to ensure that you are aware of your rights under UK data protection legislation.

This privacy notice sets out, in line with the UK General Data Protection Regulation (*Retained (EU) 2016/679*)(UK GDPR) and the Data Protection Act 2018, the types of data that we hold relating to you as an applicant for employment by Sing Up (the Company). It also sets out how we use that information, how long we keep it for and other relevant information about your data.

Data controller details.

The Company is a data controller, meaning that it determines the purposes that your data is used for. Our contact details are as follows: Sing Up, Gateshead International Business Centre, Mulgrave Terrace, Gateshead, NE8 1AN. You can contact us at support@singup.org, +44 (0) 204 566 9666.

The purpose and legal basis for processing your data.

This privacy notice identifies the purpose of processing your data, which in this case is to identify suitable candidates for recruitment. When undertaking this exercise, we collect data about you in a variety of ways, such as when you submit your application directly or when we receive it from a recruitment agency (including online) or our HR company. Further information will be collected from you from third parties, such as employment agencies and former employers when gathering references.

So that we can engage in a recruitment process with you, we need to collect your name and address and other contact details such as phone number and email address. We will also collect information about your employment history, experience, skills and qualifications. The legal basis for us to collect this data is Article 6.1.b which relates to taking steps, requested by you, before entering a contract.

Some data we collect is called 'special category' data and includes health data. Generally, we do not request this type of data for recruitment purposes, but if you choose to provide this, then our legal basis for processing this data is Article 6.1.b – steps taken prior to entering a contract, and under Article 9.2.b – exercising our obligations in relation to employment, as well as Part 2 Section 10 & Schedule 1 Part 1 of the Data Protection Act 2018. If you provide health information such as that relating to reasonable adjustments under the Equality Act 2010, we will process this information under Article 6.1.c to compliance with a legal obligation.

Sharing your data.

Your data will be shared with colleagues within the Company only where it is necessary for them to undertake their duties in relation to the recruitment process. We share your data with third parties in order to obtain references as part of the recruitment process and check your industry credentials.

We use the services of other organisations such as HR support in the processing of your data. We use cloud-based video conference platforms and cloud-based email.

We may also share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us.

We do not transfer or process your data outside the UK. Should there ever be a requirement to do so, we ensure that there are approved mechanisms to do so, such as adequacy decisions, International Data Transfer Agreements or in exceptional circumstances, allowable derogations.

How long we keep your data?

Personal data processed as part of a recruitment campaign will be held for 6 months if you are unsuccessful. We follow professional HR sector guidelines on the retention of personal data.

What if you do not provide personal data?

Your personal data is required for the purpose of assessing your suitability for employment and as such, if you fail to provide the information requested, we cannot offer you an employment contract.

Your rights in relation to your data.

The law on data protection gives you certain rights in relation to the data we hold on you. The most relevant rights to this process are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice.
- the right of access. You have the right to access the data that we hold on you and obtain copies of that data.
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it.
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct.
- For personal data processed under the basis of 'contract' you have the right to data portability.

If you wish to exercise any of the rights explained above, please contact us using the contact details provided.

Making a complaint.

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO here <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>.