



# Candidate Privacy Policy

## Introduction

This Policy is to let you know about the personal data the Company collects relating to job applicants in order to manage the recruitment process. The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. References to “we”, “us”, “our” and “the Company” in this Policy refer to UniLED Solutions.

## What personal information is collected?

The Company 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, including benefit entitlements;
- whether or not you have a disability for which we may need to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

## How do we collect this personal data?

We may collect this information in a variety of ways. For example, data might be contained in application forms, CV's, or obtained from your passport or other identity documents, or collected through interviews or other forms of assessment including online tests. We may also collect personal data about you from third parties such as references supplied by former employers pre-employment and with your consent. More usually we will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

## Where do we store your personal data?

Data will be stored in a range of different places, such as in our IT systems (including email).

## Why do we process personal data?

We need to process data to take steps in the recruitment process at your request prior to entering into a contract with you. In the event that an offer of employment is made, we will also need to process your data in order to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

We have 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 special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, we may keep your personal data on file 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 your data?**

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

We 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, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks (if required). We will not transfer your data outside the European Economic Area.

## **How do we protect your data?**

We take the security of your data seriously and have 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 do we keep your data?**

If your application for employment is unsuccessful, we will hold your data on file for twelve months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file for longer, we will hold your data on file for a further period of twelve 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 an employee privacy policy.

## 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 us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of the processing; and
- object to the processing of your data where we are relying on its legitimate interests as the legal ground for the processing.

If you would like to exercise any of these rights, please contact Sunita Varsani our HR Manager, at [sunita.varsani@uniledsolutions.com](mailto:sunita.varsani@uniledsolutions.com)

If you believe that we have 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 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.

This Policy may be amended at the complete discretion of the Company

13/06/2022