

# Recruitment Privacy Notice

## Introduction

Clark Contracts respects your personal information and undertakes to comply with all applicable data protection legislation currently in force.

Clark Contracts may use personal information provided by you during the recruitment process either with your consent or on the basis of the following:

1. **Legal obligation:** the processing is necessary for us to comply with the law (not including contractual obligations).
2. **Vital interests:** the processing is necessary to protect someone's life.
3. **Public task:** the processing is necessary for us to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.
4. **Legitimate interests:** the processing is necessary for our or your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Except as provided under these terms, the company will not disclose your personal information without your permission unless such disclosure is required by law or other court order.

You are entitled to request a copy of the information which the company holds about you. If you become aware that the personal information the company holds about you is inaccurate, you may request that it is amended. Any requests in this respect or any other correspondence relating to the personal data we hold about you should be made to the company's Data Protection Officer. Where processing is based upon consent, you have the right to withdraw consent at any time which will not affect the lawfulness of processing based on consent before its withdrawal.

The company's Data Protection Officer, Iain Blair will monitor GDPR compliance within the organisation and advise the organisation of their obligations. If you have any concerns or need further information then please contact the Data Protection Officer.

## How information about you will be used

The company collects information about you. This is to:

1. Ensure that we can verify your identity;
2. Ensure that we can verify information provided by you during the recruitment process including, but not limited to, your employment history and qualifications;
3. Gather information regarding any disability you suffer from in order that we can make reasonable adjustments during the recruitment process (where applicable);
4. Confirm that you have the legal right to live and work in the UK.

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### Gathering information

The below table provides information as to what information we will gather about you during the recruitment process, how we will gather it (and who from) and who we may share it with:

Type of information	Who it is shared with	Legal basis for processing this information	Retention period for keeping this information
Personal details (name and address, email address, phone number, date of birth, qualifications, professional registrations, employment history, information, current salary, benefits package, terms of employment)	Internally shared with: Company Directors HR Department  <b>Qualifications:</b> We may make contact with any training bodies / governing bodies you have declared to verify declared qualifications / registrations  <b>Employment history/ Details of previous terms of employment:</b> References are sought from referees provided on commencement of employment	<b>Legitimate Interest:</b> to ensure that all relevant employment details are known to senior personnel within the business  <b>Legitimate Interest:</b> to verify all declared qualifications have been undertaken by the candidate appropriate training / qualifications are provided or undertaken  <b>Legitimate Interest:</b> References are obtained as part of our recruitment process to confirm the details provided by the candidate are accurate	Six months after the role has been filled or the end of the recruitment process (in the event that the role is not filled)
Medical information and information on any disabilities, for the purpose of making arrangements for interview	Internally shared with: Recruitment Department Administration Department	<b>Legitimate Interest:</b> Special category data is processed in accordance with provision h) of Article 9 for the assessment of the working capacity of the employee	Six months after the role has been filled or the end of the recruitment process (in the event that the role is not filled)
Identity / Eligibility to work in the UK check	Internally shared with: HR Department  UK Immigration & Visas/ Employers Checking Service	<b>Legal Obligation:</b> to ensure that we only employ candidates who have the legal right to work in the UK	Six months after the role has been filled or the end of the recruitment process (in the event that the role is not filled)

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Criminal record checks (current name, previous names, birth details, contact details, national insurance number, passport details, national identity card, Current and past addresses)	Disclosure Scotland/ Disclosure & Barring Service	<b>Legal obligation:</b> to ensure that candidates are legally able to work with children/vulnerable adults/ in a regulated environment	Six months after the role has been filled, the end of the recruitment process (in the event that the role is not filled) or the check being carried out, whichever is the later
Social media searches	Internally shared with: HR Department	<b>Legitimate interest:</b> to verify the candidate's identity and to ensure that the candidate does not partake in any activities or shares any belief that contradicts the work of the company or its work/ethos	Six months after the role has been filled, the end of the recruitment process (in the event that the role is not filled) or the check being carried out, whichever is the later

The company will not use the information supplied by you during the recruitment process for any other purpose other than recruitment.

In the event that you are successful in the role, the company will retain all of the above information as part of your personnel file and a separate privacy notice will be issued to you on commencement of employment which will detail the information we hold on you, who it is shared with, the legal basis for processing your information and our data retention periods which are greater than those specified above.

The supervisory authority in the UK is the ICO. Where you have a complaint regarding the handling of your data which you do not think can be handled internally, then you have the right to make a complaint to the ICO.