



# PENCARRIE

## Application Privacy Notice

For the purpose of the General Data Protection Regulation (GDPR), the data controller is: PenCarrie Limited, PenCarrie House, South View Estate, Willand, Devon, EX15 2QW.

As part of our recruitment process, PenCarrie collects and processes personal data relating to job applicants. The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information does PenCarrie collect?**

To perform the recruitment process, PenCarrie collects information about you, this usually includes:

- your name, address and contact details (email address and/or telephone number);
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, which may include benefit entitlements;
- whether or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process;
- and information about your entitlement to work in the UK.

PenCarrie may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other assessments. If you apply for a role via Facebook Jobs, your Facebook profile may be attached to your application.

PenCarrie may also collect personal data about you from third parties, such as references supplied by former employers.

PenCarrie will seek reference information from third parties only once a job offer has been made to you and with your consent.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why does PenCarrie process personal data?**

PenCarrie needs to process data to enter into a contract with you and to meet our obligations under employment contract and legal obligations. For example, it is required that we check a successful applicant's eligibility to work in the UK before employment starts.

PenCarrie has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Company to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom the job should be offered. We may also need to process data from job applicants to respond to and defend against legal claims. This also includes the data of unsuccessful applications for up to six months.

PenCarrie may process information about whether or not applicants are disabled to allow us to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

### **Who has access to the data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and our IT team if this is part of their role.

If you apply for a role via Facebook Jobs, your application will be accessible by the HR team that manage the page, and also a member of the Marketing Team and IT Team who support the page. These Team Members have all received Data Protection Training. The HR team will securely manage and remove your application from Facebook to manage it in line with our usual recruitment and data protection processes.

The company will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you with your consent. The organisation will not transfer your data outside the European Economic Area.

### **How does PenCarrie protect your data?**

PenCarrie takes the security of your data seriously. It has internal policies and 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. We have secure access controls, both electronically and physically, to where your data is stored.

### **For how long does PenCarrie keep data?**

If your application for employment 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 hold your data on file for 6 months, after the end of the relevant recruitment process.

At the end of that period, your data is deleted or destroyed, unless you request for your personal information to be deleted within that time period.

If you apply via Facebook Jobs, your private message and application will be managed in line with the above process. Your online application may remain in the 'manage jobs' section of the PenCarrie Recruitment Facebook Page jobs system for an undefined period of time, due to the restricted functionality of Facebook Jobs.

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 as part of the joining process.

### **Your rights**

As a data subject, you have a number of rights under the GDPR. You can:

- access and obtain a copy of your data on request;
- require the Company to change incorrect or append incomplete data;
- require the Company to delete or stop processing your data, for example where the data is no longer necessary for the purposes it was acquired
- object to the processing of your data where an organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights or have any questions regarding our GDPR processes, please contact us at the above address or by email: [gdpr@pencarrie.com](mailto:gdpr@pencarrie.com) and our GDPR Representative will get back to you.

If you believe that PenCarrie has 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 the Company 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**

For certain roles we use automated processes however, the PenCarrie recruitment processes do not utilise purely automated decision-making systems.

If you have any questions or queries about the use of your personal information, please contact us at the above address or by email: [gdpr@pencarrie.com](mailto:gdpr@pencarrie.com) and our GDPR Representative will get back to you.