

## 1. INTRODUCTION

**Data controller: Numatic International Limited.**

**Data protection officer: Keith Porter, Information Systems (IS) Manager, 01460 269217, [keith.porter@numatic.co.uk](mailto:keith.porter@numatic.co.uk)**

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

## 2. WHAT INFORMATION DOES NUMATIC COLLECT?

Numatic International 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 Numatic International needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.





Numatic International collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

Numatic International will also collect personal data about you from third parties, such as references supplied by former employers. Numatic International will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

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 NUMATIC INTERNATIONAL PROCESS PERSONAL DATA?

Numatic International needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

- In some cases, Numatic International needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.
- Numatic International 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 Numatic International to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Numatic International may also need to process data from job applicants to respond to and defend against legal claims.
- Where Numatic International relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.
- Numatic International processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have



a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

- Where Numatic International processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.
- If your application is unsuccessful, Numatic International will keep your personal data on file in case there are future employment opportunities for which you may be suited. Numatic International will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

### WHO HAS ACCESS TO DATA?

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

Numatic International will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Numatic International will then share your data with former employers to obtain references for you.

Numatic International will not transfer your data to countries outside the European Economic Area.

### HOW DOES NUMATIC INTERNATIONAL PROTECT DATA?

Numatic International 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.

Numatic International has a policy concerning data and how it is to be managed and will follow this policy to ensure data is kept safe. In addition the IS Security policy ensures that your data in electronic form is kept secure and only available to those in



the organisation that need to see it as part of any recruitment process. Your data will be kept for no longer than is required for the process and destroyed once the process is complete unless we have your consent to keep it for any further recruitment activities that may be of interest to you. In this case it will be kept for a period of 12 months following submission of your CV/application.

Numatic International will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment are set out as relevant retention periods in our Register of HR related data.

### FOR HOW LONG DOES NUMATIC INTERNATIONAL KEEP DATA?

If your application for employment is unsuccessful, Numatic International will hold your data on file for [time period] after the end of the relevant recruitment process. [If you agree to allow Numatic International to keep your personal data on file, Numatic Internationals will hold your data on file for a further [time period] 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 a new privacy notice.

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



## Job Applicant Privacy Notice

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- ask Numatic International to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override Numatic International's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Roy Poole, Employee Resources Manager, 01460 269330, [roy.poole@numatic.co.uk](mailto:roy.poole@numatic.co.uk) or Gary Attridge, Employee Resources Manager (Sales), 01460 269203, [gary.attridge@numatic.co.uk](mailto:gary.attridge@numatic.co.uk)

If you believe that Numatic International 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 Numatic International during the recruitment process. However, if you do not provide the information, Numatic International may not be able to process your application properly or at all.

### AUTOMATED DECISION-MAKING

Employment decisions are not based solely on automated decision-making.