

Applicant Privacy Notice (compliant with GDPR)

As part of any recruitment process, PSU Technology Group Ltd 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 do we collect?

PSU Technology Group Ltd 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 the Company needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

PSU Technology Group Ltd 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 forms of assessment.

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

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

Why does PSU Technology Group Ltd process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

PSU Technology Group Ltd 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 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.

PSU Technology Group Ltd processes special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We 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 its obligations and exercise specific rights in relation to employment.

Who has access to data?

Your information may 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. We may also share your name and email with 3rd party services, such as McQuaig Psychometric Systems to carry out assessment reports.

Otherwise, 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, and for undertaking the necessary background checks.



call **0800 652 4888**

email **info@psu.co.uk**

visit **www.psu.co.uk**

How does PSU Technology Group Ltd protect data?

We take the security of your data seriously. We have 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.

For how long does PSU Technology Group Ltd keep data?

If your application is unsuccessful, PSU Technology Group Ltd will keep your personal data on file for 12 months from the point of receiving your application and 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. You are free to withdraw your consent at any time during the 12 months.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and manual systems) and retained during your employment.

Your rights

As a data subject, you have several rights. You can:

- access and obtain a copy of your data on request;
- require the Company to change incorrect or incomplete data;
- require the Company 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 PSU Technology Group Ltd is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact **GDPRowner@psu.co.uk**

If you believe that the Company 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 PSU Technology Group Ltd during the recruitment process. However, you should be aware that if you do not provide the information, we may not be able to process your application properly, or at all.

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