



## ***Job Applicant Privacy Notice***

*The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR), effective in the UK from 25th May 2018.*

**Data Privacy Manager:** *Chris Smith, General Manager, Whatley Manor, Easton Grey, Malmesbury, Wiltshire SN16 ORB. Telephone number 01666 822888*

### ***Introduction***

*As part of our recruitment process, M.A.C. Hotels LTD (Whatley Manor) collects and processes personal data relating to job applicants. We respect your privacy and the Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.*

*By accessing this site and submitting your personal data to us, you expressly consent to the use of your personal information in accordance with our job applicant privacy policy. If you do not agree to the terms contained within, please do not share your data with us. We reserve the right to review and change this policy at any time and each time you visit our careers page, the current version of our job applicant privacy policy will apply. Therefore you should check the date of this privacy policy, review any changes and ensure you are in agreement with the current terms before submitting your data to us.*

### ***What information does the Company collect?***

*The Company collects and processes 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, including start and end dates, with previous employers and with the Company;
- 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
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your right to work in the UK;

The Company collects this information in a variety of ways. For example, data might be contained in CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Company also collects personal data about you from third parties, such as if your application has come via a recruitment agency or as references supplied by former employers.

Data will be stored in a range of different places, including on your application record, in HR/Payroll & Training Management systems and on other IT systems (including the Company's email system).

### **Why does the Company process personal data?**

The Company 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 in order to enter into a contract with you.

In some cases, the Company 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.

The Company 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 to offer employment. The Company may also need to process data from job applicants to respond to and defend against legal claims.

Where the Company 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 applicants, employees or workers and has concluded that they are not.

The Company 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. Please advise us if this applies to you upon submission.

The Company will not use your data for any purpose other than the recruitment process through which you have applied, unless you specifically inform us that you wish us to retain your details on file pending future suitable employment opportunities.

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

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR and recruitment team, managers and interviewers involved in the recruitment process.

The Company will not share your data with third party reference providers, unless your application for employment is successful and it makes you an offer of employment. The Company will then share your data with former employers to obtain references for you.

The Company will not transfer your data outside the European Economic Area.

#### **How does the Company protect data?**

The Company 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:*

- Data stored on printed paper is kept in a secure place where unauthorised personnel cannot access it*
- Printed data is shredded when no longer required*
- Data stored on a computer is protected by strong passwords which are regularly changed*
- Data stored on CDs or memory sticks must be locked away securely when not in use*
- Any cloud-based storage provision must be company approved*
- Data is regularly backed up in line with company procedures*
- Data should never be saved directly to mobile devices such as laptops, tablets or smart-phones*
- All servers containing sensitive data must be approved and protected by security software and strong firewall*

*Where the Company engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.*

#### ***For how long does the Company keep data?***

*If your application for employment is unsuccessful, the Company will hold your data on file for 6 months after the end of the relevant recruitment process. We may contact you during this time should vacancies arise which you may be suitable for. At the end of that period or in the event that 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 is provided to you in a separate employee privacy notice contained within our employee handbook.*

## **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 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;
- object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing; and
- ask the Company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Company's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact:

[Chris@whatleymanor.com](mailto:Chris@whatleymanor.com) or [Humanresources@whatleymanor.com](mailto:Humanresources@whatleymanor.com)

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 the Company during the recruitment process. However, if you do not provide the information, the Company may not be able to process your application properly or at all.

## **Automated decision-making**

Recruitment processes are not based on automated decision-making.