



## **Privacy Notice for HEFESTIS Ltd Job Applicants**

This privacy notice provides you with information about us and explains how and why we collect and use your personal data (information) when you apply for a vacancy at HEFESTIS Ltd.

### **Who Are We?**

The controller for the personal data is HEFESTIS Ltd. Our registered office is: HEFESTIS Ltd - Unit 27, Stirling Business Centre, Wellgreen, Stirling, FK8 2DZ

If you have any queries or concerns about how we use your personal data, you can contact our Data Protection Officer at [lpowell@hefestis.ac.uk](mailto:lpowell@hefestis.ac.uk)

### **This Privacy Notice is for the Recruitment and Selection process**

#### **What personal data do we collect?**

Application process – we may ask you to provide the following types of personal information:

- your name, address and contact details, including personal email address and telephone number
- date of birth, gender, marital status and dependants
- details of your qualifications, skills, experience, and employment history
- CV, cover letter
- whether you have a disability or additional needs for which the organisation needs to make reasonable adjustments during the recruitment process

Where successful at interview, we will also process:

- references from previous employers
- next of kin and emergency contact information
- National Insurance number
- bank account details, payroll records, and tax status information
- salary, annual leave, pension, and information about your current level of remuneration, including benefit entitlements
- workplace location
- photographs
- start and end dates
- copy of driving licence, passport, or utility bill for verification of identity
- information about your entitlement to work in the UK

We may also process special category 'sensitive' data for example:

- information collected during equalities monitoring in relation to ethnicity, religion or sexual orientation, or your health for the purposes of carrying out statutory requirements under employment law
- health and disability data may be processed to ensure reasonable adjustments can be made during your interview
- criminal offences data, where you are required to disclose this information as part of the application process.

#### **How we collect your personal data**

Most of this information is collected during the application stage of our recruitment process. Further personal data will be requested directly from you if you are offered a role with HEFESTIS.

## How we use (process) your personal data

We use your personal data to effectively administrate and manage our recruitment process including to:

- contact you in relation to your application and the recruitment process and to invite you to interview
- complete the shortlisting and interview process
- make an offer of employment and determine the terms on which you work for us
- request references from your previous employer(s), if appointed
- commence the onboarding process for successful applicants.

Our lawful basis for using this personal data is **Contract**, the processing is necessary to take steps to enter a contract at your request.

We also use your personal data to:

- check you are legally entitled to work in the UK
- check your criminal history, including PVG Disclosure Scotland checks
- monitor recruitment statistics to ensure equality of opportunity
- make reasonable adjustments to support you during the recruitment process where required.

Our lawful basis for using this personal data is **Legal Obligation**. Where we process special category data, our additional lawful basis is for purposes associated with your potential **Employment**, and for reasons of **Substantial Public Interest**.

## Who we share your personal data with

We may share your personal information with the following types of organisations:

- contracted third parties, including ICT services and [APUC Ltd](#) who provide our HR and Finance services
- law enforcement agencies, such as The Police, HMRC or Courts and Tribunals.

Your information will be provided to individuals involved in the recruitment process. This may include stakeholders from member organisations. Copies of Recruitment Packs are deleted once interviews are completed.

We will also share limited personal information with Board Members, Members, Service Users and Stakeholders for reporting purposes.

On offer of employment we will share your information with the following:

- Referees
- Disclosure Scotland
- Occupational Health Providers
- Pension Providers

## How long do we keep it for?

We will keep your personal information for as long as necessary to fulfil the purposes we collected it for, including to satisfy any legal, accounting or reporting requirements.

- If you are unsuccessful in the recruitment process, your information will be deleted after six months of the vacancy being filled

- If you are successful and appointed to a role, your recruitment information will be used to establish your employee record. Employee records are retained for six years after contract termination.

### **Data transfers**

Your information will not be shared outside of the UK or EEA

### **Automated decision making and profiling**

We do not use any automated decision making about you

### **Your rights under data protection law**

You have rights in relation to the personal data we use. These include:

- The right to be informed (this is the Privacy Notice)
- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

In addition, the following rights apply only in certain circumstances:

- The right to withdraw consent at any time (if consent is our lawful basis for processing)
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability
- The right not to be subject to automated decision-making including profiling.

You can find further details about these rights on the Information Commissioner's Office (ICO) website [here](#).

To exercise any of these rights, please contact our Data Protection Officer. You may be asked to prove your identity before getting access to data that relates to you or exercising other rights.

### **Contact us**

If you have any questions about this Privacy Notice or concerns about how we have handled your personal information, please contact our Data Protection Officer in the first instance:

[lpowell@hefestis.ac.uk](mailto:lpowell@hefestis.ac.uk)

### **Contact the ICO**

If you are dissatisfied with our response, you have the right to lodge a complaint with the Information Commissioner's Office via their website <https://ico.org.uk/make-a-complaint> or by phone on 0303-123-1113. You can also write to them: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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