

JOB APPLICANT PRIVACY AND PERSONAL DATA STATEMENT



The following sets out Houlder's policy on the protection of information relating to individuals who enquire about working for us, apply to work for us or who attend recruitment events with us. This includes prospective full, part-time and short-term employees, internship students, work experience students, sub-contractors and consultants. This statement explains what applicant personal data is processed, for which purposes, how long we hold the personal data for, how to access and update your personal data and where to go for further information.

For individuals who are successful in their application for employment, work experience or sub-contracted or consultant work, Houlder's general Privacy Notice and Personal Data Statement will apply.

Protecting the confidentiality and integrity of personal data is a critical responsibility that Houlder takes seriously. Houlder will ensure that data is always processed in accordance with the provisions of relevant data protection legislation, including the General Data Protection Regulation (GDPR).

KEY DEFINITIONS

Data Processing

Data processing is any activity that involves the use of personal data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transmitting or transferring personal data to third parties.

Personal Data

Personal data is any information identifying a data subject (a living person to whom the data relates). It includes information relating to a data subject that can be identified (directly or indirectly) from that data alone or in combination with other identifiers Houlder possesses or can reasonably access. Personal data can be factual (for example, a name, email address, location or date of birth) or an opinion about that person's actions or behaviour.

Sensitive Personal Data

Sensitive personal data is a special category of information which relates to a data subject's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health conditions, sexual life, sexual orientation, biometric or genetic data. It also includes personal data relating to criminal offences and convictions.

PRIVACY NOTICE

This statement, together with the table of applicant data (which is available on request), constitutes a privacy notice setting out the information Houlder holds about applicants, the purpose for which this data is held and the lawful basis on which it is held. Houlder may

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process personal information without applicants' knowledge or consent, in compliance with this statement, where this is required or permitted by law.

If the purpose for processing any piece of data about applicants should change, Houlder will update the table of applicant data with the new purpose and the lawful basis for processing the data and will notify applicants.

FAIR PROCESSING OF DATA

Fair Processing Principles

In processing applicants' data, the following principles will be adhered to. Personal data will be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that are clearly explained and not used in any way that is incompatible with those purposes;
- Relevant to specific purposes and limited only to those purposes;
- Accurate and kept up to date;
- Kept only as long as necessary for the specified purposes; and
- Kept securely.

Lawful Processing of Personal Data

Houlder will only process personal information relating to individuals who apply to work for, or who attend a recruitment event and/or undertake an assessment only for legitimate purposes in the following categories:

1. Human Resources and Personnel Management
 - Applications for employment, results of interviews and assessments;
 - Personal contact details;
 - Management reporting regarding the quality, cost and speed of the recruitment;
 - When it is needed to perform applicants' contracts of employment;
 - When it is needed to comply with a legal obligation; or
 - When it is necessary for Houlder's legitimate interests (or those of a third party) and applicants' interests and fundamental rights do not override those interests.
2. Pre-screening of Applicants
 - Houlder carries out screening of all applicants who it intends to make an offer of employment, engagement or internship and prior to any offer being confirmed to verify the information that an applicant provides during the screening/interview process. This may include verifying information with current/previous employers and educational institutions. No steps will be taken until the applicant consents to the verification taking place.

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Lawful Processing of Sensitive Personal Data

For the purposes of recruitment, sensitive personal data regarding physical mental health and/or disability status, may be processed only as strictly required, with explicit written consent, and as permitted or required for the purposes of adjusting the recruitment process, for assessing eligibility for positions and fitness to work, provision of facilities in the workplace and monitoring of sickness performance.

Less commonly, Houlder may process this type of information when the applicant is not capable of giving consent. This might be in relation to legal claims or where it is needed to protect an applicant's interests (or someone else's interests) or where an applicant has already made the information public.

Lawful Processing of Information about Criminal Convictions

Houlder does not envisage that it will hold information about criminal convictions. If it becomes necessary to do so, Houlder will only use this information where it has a legal basis for processing the information. This will usually be where such processing is necessary to carry out Houlder's obligations. Less commonly, Houlder may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect an applicant's interests (or someone else's interests) and the applicant is not capable of giving consent, or where the applicant has already made the information public.

Consent to Data Processing

Houlder does not require consent from applicants to process most types of applicant data. In addition, Houlder will not usually need consent to use special categories of personal information to carry out legal obligations or exercise specific rights in the field of employment law.

In limited circumstances, applicants may be asked for written consent to process sensitive data. In those circumstances, applicants will be provided with full details of the information that is sought and the reason it is needed, so that applicants can carefully consider whether to consent.

Where applicants have provided consent to the collection, processing and transfer of personal information for a specific purpose, they have the right to withdraw consent for that specific processing at any time. Once Houlder has received notification of withdrawal of consent, it will no longer process information for the purpose or purposes originally agreed to unless it has another legitimate basis for doing so in law.

Automated Decision Making

Houlder does not envisage that any decisions will be taken about applicants using automated means, however applicants will be notified if this position changes.

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COLLECTION AND RETENTION OF DATA

Collection of Data

Houlder will collect personal information about applicants through the application and recruitment process, either directly from candidates or sometimes from an employment agency, background check provider or other suitably qualified third party. Houlder may also sometimes collect additional information from other third parties such as former employers, schools, colleges, universities or apprenticeship providers.

If Houlder needs to obtain additional or alternative personal information, this statement will be updated, and/or applicants will receive a separate privacy notice setting out the purpose and lawful basis for collecting the additional data.

Retention of Data

Houlder will only retain applicants' personal information for no longer than two years after the recruitment process or assessment has completed. Successful applications will become party to Houlder's general Privacy Notice and Personal Data Statement. In all cases information may be held for as long as necessary to fulfil the purposes it was collected for, including for the purposes of satisfying any legal or regulatory purpose.

Data may be held for a shorter period where an individual objects to the processing of their personal data and there is no longer a legitimate purpose to retain it such as accounting or reporting requirements. Details of retention periods for different aspects of personal information are set out in the aforementioned table of applicant data.

When determining the appropriate retention period for personal data, Houlder will consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of personal data, the purposes for which the personal data is processed, whether Houlder can achieve those purposes through other means and the applicable legal requirements.

In some circumstances Houlder may anonymise personal information so that it can no longer be associated with individual applicants, in which case Houlder may use such information without further notice to applicants. After the data retention period has expired, Houlder will securely destroy applicants' personal information.

DATA SECURITY AND SHARING

Data Security

Houlder has put in place appropriate technology, policies and security measures with the objective of protecting applicants' privacy from unauthorised access and improper use or accidental loss, alteration or disclosure. Houlder will update these measures as new technology becomes available where appropriate.

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Data Sharing

Houlder may need to share personal information with a regulator or to otherwise comply with the law.

APPLICANT RIGHTS AND OBLIGATIONS

Accuracy of Data

Houlder will conduct regular reviews of the information held by it to ensure the relevancy of the information it holds. Applicants are under a duty to inform Houlder of any changes to their current circumstances. Where an applicant has concerns regarding the accuracy of personal data held by Houlder, the applicant should contact the Human Resources Manager to request an amendment to the data.

Applicant Rights

Under certain circumstances, applicants have the right to:

- **Request access** to personal information (commonly known as a “data subject access request”).
- **Request deletion** of personal information.
- **Object to processing** of personal information where Houlder is relying on a legitimate interest (or those of a third party) to lawfully process it.
- **Request the restriction of processing** of personal information.
- **Request the transfer** of personal information to another party.

If an applicant wishes to make a request in any of the above circumstances, they should contact the Human Resources Manager in writing. Please note that, depending on the nature of the request, Houlder may have good grounds for refusing to comply. If that is the case, the applicant will be given an explanation by Houlder.

Data Subject Access Requests

Applicants will not normally have to pay a fee to access personal information (or to exercise any of the other rights). However, Houlder may charge a reasonable fee if the request for access is clearly unfounded or excessive. Alternatively, Houlder may refuse to comply with the request in such circumstances.

Houlder may need to request specific information from the applicant to help confirm their identity and ensure the right to access the information (or to exercise any of the other rights).

This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

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COMPLIANCE WITH THIS STATEMENT

Houlder's Responsibility for Compliance

Houlder has appointed Data Protection Officer (DPO) who is tasked with overseeing compliance with this statement. If applicants have any questions about this statement or how Houlder handles personal information, they should contact Houlder's Human Resources Manager. Applicants have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Data Security Breaches

Houlder has put in place procedures to deal with any data security breach and will notify applicants, and any applicable regulator, of a suspected breach where legally required to do so. Details of these measures are available upon request.

CHANGES TO THIS STATEMENT

This Job Applicant Privacy and Personal Data Statement may be changed over time. This Statement Notice was last updated on 17 May 2018.

Signed



Date

21 May 2018
