



# Privacy Notice - Recruitment

## Introduction

On the 25th May 2018 the new and updated General Data Protection Regulations (GDPR) will start to be enforced.

This means that organisations and educational establishments need to be more careful about the way information and data is managed.

The DPA law (1998) was developed to protect individuals against misuse or abuse of information about them and preventing the sharing of data without consent.

The GDPR are designed to ensure the safety and security of all data held within an organisation. It focuses on looking after the privacy and rights of the individual, and also more focused on transparency in terms of what data is held about individual's and how it will be shared and used.

The GDPR includes the requirement for organisations to look into the technical and organisational measures in place to protect against unlawful authorised processing, accidental loss or destruction.

## Your information upon application

Your information will be held by turn IT on.

Your personal information will be held securely in turn IT on systems so that we and any other companies in our group that you have dealings with, either now or in the future, can look after your potential employment relationship with the company. This will include information you provide when you apply to us, and any additional information provided by you or others in various ways, including:

(a) emails and letters, during telephone calls (which may be recorded) and conversations.

We will not retain your personal information for longer than is necessary for processing your application, or for legal or regulatory requirements.



We may share and use the personal information we hold about you across the group and with our suppliers / subcontractors for the following administrative activities:

- (a) processing your employment records (if appropriate) through the use of HR online systems, real time scheduling, the staff portal, and payroll and pensions systems;
- (b) business planning, (if appropriate) reporting and forecasting;
- (c) safety and security issues (if appropriate) managing buildings' access control;
- (d) responding to your enquiries and complaints;
- (e) updating, consolidating, and improving the accuracy of our records;
- (f) managing your access and use of systems, testing new systems and checking upgrades to existing systems;
- (g) crime detection, prevention, and prosecution;
- (h) employee administration and managing your relationship with the company
- (i) to fulfil regulatory obligations.

The Data Protection Act defines certain information as 'sensitive' (racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health, sexual life, criminal proceedings and offences). If you make an application to us we may ask you for some 'sensitive' details. We will use this information to process your application and we will ask for your explicit consent.

If we use this information, the majority of this information will play no part in the selection process and it will only be used to assist with equal opportunities monitoring. We will, however, consider information relating to your employment references and criminal convictions/ prosecutions in deciding whether to proceed with your application and/or continue with any offer of employment or withdraw an offer where appropriate.

When applying for a role within turn IT on, we may request some diversity information. If provided, your diversity information will be treated as confidential, will be held separately, and will play no part in the recruitment process.



All countries in the European Economic Area (EEA), which includes the UK, have similar standards of legal protection for your personal information. It is possible that turn IT on may manage personal information that is backed up or stored or supported from other sites in the EEA. However, turn IT on will expect these partners to be meeting the expected standards for the UK.

As part of our recruitment process we may ask candidates to provide a full employment/academic history including absence information. This information provides us with an explanation of a candidate's past work experience, including details of any gaps or periods of unemployment and academic background, and may be used to obtain references.

If you provide details of a referee, it is your responsibility to ensure the referee is aware that you have forwarded his/her details and is happy for you to do so. Since individuals have a right under the Data Protection Act 1998 to see their personal data, and references provided to us form part of the set of personal data, we cannot guarantee the complete confidentiality of any reference.

For most of our employees we run through the Safer Recruitment Process which includes various checks such as references, identity, employment history and an enhanced DBS check.

Turn IT on will treat all applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed although we reserve the right not to offer a role or to withdraw the offer of a role if the convictions prevent the individual from being able to undertake the work required by the role.

Whilst processing your application we may contact you by email or SMS message.

During the recruitment process we may research comments and opinions made public on social networking sites such as LinkedIn, Facebook and Twitter.

Under the Data Protection Act you have the right of access to your personal data. If anything is inaccurate or incorrect, please let us know and we will correct it. For further details on how to request a copy of your information please email [team.hr@turniton.co.uk](mailto:team.hr@turniton.co.uk)

Should you become part of the turn IT on team then you should refer to the Privacy Notice for Employees which will be shared with you upon induction or can be requested from HR. This includes information on the documents pertinent to data protection as an employee and to protect our clients and the relevant consent forms.