

CANDIDATE PRIVACY NOTICE (COMPLIANT WITH GDPR)

Introduction

Capital (Hair & Beauty) Ltd collects and processes personal data relating to candidate applications to manage the recruitment process. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Why does Capital collect your personal information?

In order to manage your application, we need to process certain personal information about you, the purposes for this are set out below. The organisation will only process your information for the purpose of progressing your application or as required by law or regulatory requirements, so not all of the purposes set out below will apply to you all of the time.

- Application: CV, name, address, employment history, academic and professional qualifications, age, diversity (i.e. gender, ethnicity, disability, sexual orientation) and nationality.
- Assessment: CV, interview (telephone, face to face or video), assessments (such as, numerical, Microsoft Word or Excel assessment), behavioural assessments and profiles (such as Insight Profile), and other technical assessments relevant to the job role.
- Pre-employment screening: reference checking; DVLA Checks.

The organisation collects this information in a variety of ways. For example, data is collected through application forms and CVs, telephone interviews, from correspondence with you, and through interviews, meetings or other assessments.

The organisation seeks information from third parties with your consent only.

Data is stored on the Company's Application Tracking System for no longer than **6 months** and in other IT systems (including the organisation's email system). After this time, if your application has been unsuccessful, this information will be deleted.

Candidates have the right to request access of data stored on the Company Tracking System. This is known as a Subject Access Request and can be made in writing by email to recruitment@capitalhb.co.uk, a form will then be provided to respond to the request.

Unsolicited personal data

CVs and other data submitted on a speculative basis, at a time when the Company is not recruiting, will normally be deleted. CVs and other data which are held on file for future recruitment will be held for a maximum of 6 months.

What personal information might Capital process?

The organisation needs to process data to be able to review applications. Below are some examples of the type of data it will process.

- Personal data such as name, address, date of birth;
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- Work history or job data (previous employers, positions, dates etc.);
- Remuneration i.e. basic salary, benefits, bonuses etc.;
- Education, professional qualifications and skills (including driving licence and DVLA check);
- Nationality, Visa, right to work permit information (for example. Passport);
- Photographs and images from recorded assessments;
- Results of pre-employment screening checks;
- Assessment results (such as psychometric assessment results).

Some categories of personal data will capture some sensitive information, such as information about health, disability or medical conditions. The organisation will do this solely in order to make responsible adjustments to enable you to:

- apply for jobs with Capital;
- be able to take online/telephone/computer based assessments;
- attend interviews or assessments;
- and, if successful, to prepare you for starting with Capital and to ensure we comply with regulatory obligations placed on the organisation in regards to hiring.

Where the organisation processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done solely for the purposes of equal opportunities monitoring.

Data that the organisation uses for these purposes is anonymised or is collected with your express consent, which can be withdrawn at any time. You are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

Who has access to your data?

Your information may be shared internally at Capital with the following people:

- members of the HR and recruitment team;
- line manager, hiring managers in the business area in which you have applied;
- IT staff, if access to the data is necessary;

The organisation may need to share your data with third parties and external suppliers that process data on its behalf only. Your information will only be shared if it is necessary or required (for example in order to carry out pre-employment screening and some assessments).

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The organisation will not transfer your data to countries outside the European Economic Area.

How does Capital protect data?

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by unauthorised personnel.

Where the organisation 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.

How long does Capital keep data for?

The organisation will hold personal data belonging to unsuccessful candidates for a duration of **6 months** before deletion.

Retention periods are defined in relation to defending possible tribunal claims arising out of the recruitment process.

Capital will retain only the minimum data required for this purpose and only until the relevant limitation periods have expired.

Automated screening

Some of the organisation's employment decisions are based solely on automated decision-making. If automated screening is taking place on your application this will be shown on the advert to which you are applying.

Automated screening will only be used in the following circumstances:

- entering or performing a contract;
- in cases where there is an exceptionally large volume of applications for each vacancy;
- authorised by law e.g. driving licence;
- with your explicit consent.

Candidates will be allowed to contest the automated decision and will be given the right to an alternative means of intervention of making the decision using human intervention.

Capital's Candidate Privacy Notice is available on our Company website – Job Opportunities.

This notice will also be provided to any external third part recruitment organisation.