

# RECRUITMENT PRIVACY POLICY

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## 1. Introduction

- 1.1. At adi Group we are committed to protecting and respecting the privacy and confidentiality of all those who visit this website.
- 1.2. This privacy policy tells you about the information we collect from you when you use our website to apply for one of our vacancies. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use and protect your data, and about the rights you have over your data.

## 2. Who are We?

- 2.1. **adi Group, 66 Melchett Road, Kings Norton Business Centre, Kings Norton, Birmingham B30 3HX**
- 2.2. We are an employer who actively seek candidates to recruit for vacancies within our businesses.

## 3. How can you Contact Us?

- 3.1. We are not required to have a data protection officer.
- 3.2. If you have any enquiries about our use of your personal data or are unhappy with how we've handled your information please contact us via email: [recruitment@adiltd.co.uk](mailto:recruitment@adiltd.co.uk), phone: 0121 451 2255 or the postal address shown above in the **Who are We** section.

## 4. What does this Policy cover?

- 4.1. We, at adi Group, take your personal data seriously. This policy:
  - Sets out the types of personal data that we collect about you
  - Explains how and why we collect and use your personal data
  - Explains how long we keep your personal data for
  - Sets out the legal basis we have for using your personal data;
  - Explains the effect of refusing to provide the personal data requested;
  - Explains the different rights and choices you have when it comes to your personal data; and
  - Explains how we may contact you and how you can contact us.

## 5. When you submit an application for a vacancy via our website

- 5.1. When you submit an enquiry via our website, we ask you for your name, contact telephone number, email address and postal address together with a copy of your CV.
- 5.2. Your application is stored and processed for the purposes of assessing suitability for the post and any other positions that adi Group feel you may be suitable for.

## 6. What other personal data do we collect about you?

- 6.1. If you are chosen to go through to the next stage we will then be collecting more information from you at the interview (or equivalent) stage and onwards in that manner.
- 6.2. We will collect the information necessary to be able to find candidates and assess their eligibility and suitability for vacancies within our businesses. This information includes, identification documents, educational records, work history, previous employment and references.

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6.3. We may also collect sensitive personal data about you, in the form of gender, equal opportunities check, psychometric testing results, background or criminal checks, bank details, remuneration and compensation packages. We only collect sensitive personal data from you, and further process this data, where you have given your explicit consent.

## 7. Where do we collect personal data about you from?

7.1. The following are the different sources we may collect personal data about you from:

- 7.1.1. **Directly from you.** This is information you provide while searching for a new opportunity and/or during the different recruitment stages, or coaching, where relevant.
- 7.1.2. **From an agent/third party acting on your behalf.** e.g. Recruitment Agencies.
- 7.1.3. **Through publicly available sources.** For example, we use various social media channels and other public sources
- 7.1.4. **By reference or word of mouth.** For example, you may be recommended by a friend, a former employer, a former colleague or even a present employer.

## 8. How long do we keep your personal data for?

- 8.1. We keep applications for a maximum of 1 year, after which they are securely deleted.
- 8.2. Should you be successful in your application, the information provided within your application will form the basis of any subsequent personnel file relating to your employment.

## 9. Who do we share your personal data with?

- 9.1. We share your personal data with the Hiring Manager who has a position to fill, in order to determine with them whether you are a good fit for the available position.
- 9.2. We do not share your data with any third parties.

## 10. Do we transfer your data outside the EEA?

- 10.1. No, we do not transfer your data outside the EEA

## 11. What legal basis do we have for using your information?

- 11.1. For prospective and shortlisted candidates, referees and recruitment agencies, our processing of personal data including sensitive data is necessary for our legitimate interests in that we need the information in order to be able to assess suitability for potential roles, to find potential candidates and to contact clients and referees.

## 12. What happens if you do not provide us with the information we request or ask that we stop processing your information?

- 12.1. If you do not provide the personal data necessary or withdraw your consent for the processing of your personal data, we may not be able to match you with available job opportunities.

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## 13. Do we make automated decisions concerning you?

- 13.1. No, we do not use the information you provide to make any automated decisions that might affect you.

## 14. How will we contact you?

- 14.1. We may contact you by phone, email or social media. If you prefer a particular contact means over another, please just let us know.

## 15. When you use our website

- 15.1. When you use our website a number of cookies are used by us and by third parties to allow the website to function, to collect useful information about visitors and to help to make your user experience better.
- 15.2. Some of the cookies we use are strictly necessary for our website to function, and we don't ask for your consent to place these on your computer. These cookies are shown below.
- 15.3. However, for those cookies that are useful but not strictly necessary we will always ask for your consent before placing them.
- 15.4. As well as the cookies we use, various third parties also place them on your computer, again with your consent. These are shown below.
- 15.5. For more information about our use of cookies, please see our [cookie policy](#).

## 16. What rights do you have in relation to the data we hold on you?

By law, you have a number of rights when it comes to your personal data.

### 16.1. The right to be informed

- 16.1.1. You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we're providing you with the information in this Policy.

### 16.2. The right of access

- 16.2.1. You have the right to obtain access to your information (if we're processing it), and certain other information (similar to that provided in this Privacy Policy). This is so you're aware and can check that we're using your information in accordance with data protection law.

### 16.3. The right to rectification

- 16.3.1. You are entitled to have your information corrected if it's inaccurate or incomplete.

### 16.4. The right to erasure

- 16.4.1. This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your information where there's no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.

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## 16.5. The right to restrict processing

16.5.1. You have rights to 'block' or suppress further use of your information. When processing is restricted, we can still store your information, but may not use it further. We keep lists of people who have asked for further use of their information to be 'blocked' to make sure the restriction is respected in future.

## 16.6. The right to data portability

16.6.1. You have rights to obtain and reuse your personal data for your own purposes across different services. For example, if you decide to switch to a new provider, this enables you to move, copy or transfer your information easily between our IT systems and theirs safely and securely, without affecting its usability.

## 16.7. The right to object to processing

16.7.1. You have the right to object to certain types of processing, including processing for direct marketing (i.e. if you no longer want to be contacted with potential opportunities).

## 16.8. The right to lodge a complaint

16.8.1. You have the right to lodge a complaint about the way we handle or process your personal data with your national data protection regulator.

## 16.9. The right to withdraw consent

16.9.1. If you have given your consent to anything we do with your personal data, you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything we have done with your personal data with your consent up to that point is unlawful). This includes your right to withdraw consent to us using your personal data for marketing purposes.

16.10. Further information and advice about your rights can be obtained from the Information Commissioner's Office via their website at [www.ico.org.uk](http://www.ico.org.uk)

## 17. Your Right to Access

17.1. To submit a request regarding your personal data by email, post or telephone, please use the contact information provided above in the **Who Are We** and **How can you contact us** sections of this policy.

17.2. We usually act on requests and provide information free of charge, but may charge a reasonable fee to cover our administrative costs of providing the information for:

- baseless or excessive/repeated requests, or
- further copies of the same information.
- alternatively, we may be entitled to refuse to act on the request.

17.3. Please consider your request responsibly before submitting it. We'll respond as soon as we can. Generally, this will be within one month from when we receive your request but, if the request is going to take longer to deal with, we'll come back to you and let you know.

## 18. Your right to complain

18.1. If you have a complaint about our use of your information, we would prefer you to contact us directly in the first instance so that we can address your complaint.

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18.2. To submit a complaint by email, post or telephone, please use the contact information provided above in the **Who Are We** and **How can you contact us** sections of this policy

18.3. However, you can also contact the Information Commissioner's Office via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or write to them at:

**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow**  
**Cheshire**  
**SK9 5AF**

### 19. Updates to this privacy policy

19.1. We regularly review and, if appropriate, update this privacy policy from time to time, and as our services and use of personal data evolves.

19.2. We will update the version number and date of this document each time it is changed.

19.3. If we want to make use of your personal data in a way that we haven't previously identified, we will contact you to provide information about this and, if necessary, to ask for your consent.

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