

# PRIVACY POLICY



## PERSONAL DATA

Candidate DataAs part of any recruitment and training process, House Recruitment Limited (company registration 06863652) collects and processes personal data relating to individuals searching for new employment. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## WHAT INFORMATION DO WE COLLECT?

- House Recruitment Limited collects a range of information about you. This includes:
- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history (typically your CV)
- information about your current level of remuneration, including benefit entitlements
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process if you have any unspent criminal convictions, and.
- information about your entitlement to work in the UK

House Recruitment Limited may collect this information in a variety of ways. For example, data might be contained in webinar registration or application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment and support. We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so. This data is transferred via a password protected process (using SharePoint and CRMs). Data will be stored in a range of different places, including on your application record, in ATS/HR management systems, online job board accounts and on other IT systems (including email). We utilised cloud-based storage, which is password protected and has EU & US based servers (this applies to documents and our internal IT system).

## WHY DOES HOUSE RECRUITMENT LTD PROCESS PERSONAL DATA?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with legal obligations. For example, it is mandatory to check an applicant's eligibility to work in the UK before we can support your job search. We need to collect your contact information to support your job search training journey.

House Recruitment Limited has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to submit to a particular client/third party. We may also need to process data from job applicants to respond to and defend against legal claims.

House Recruitment Limited may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment. If your application is unsuccessful, House Recruitment Limited may keep your personal data on file in case there are future employment opportunities for which you may be suited.

We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time by emailing [michelle@houserecruitment.co.uk](mailto:michelle@houserecruitment.co.uk). House Recruitment also processes data received from third party job boards and social networking sites including LinkedIn.

## WHO HAS ACCESS TO DATA?

We will not share your personal contact data with third parties, unless a) we have had your written consent in the form of an email or completion of a job seeker application form b) your application for employment is successful and an offer of employment has been made and accepted c) they already have your data (DWP provider).

We may then ask to share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks etc. We may also share your data with a prime provider regarding your job search training.

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## HOW DOES HOUSE RECRUITMENT LTD PROTECT DATA?

We take the security of your data seriously. We have controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

## HOW LONG DOES HOUSE RECRUITMENT LIMITED KEEP DATA?

If your application for employment is unsuccessful, the organisation will hold your data on file for 12 months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 12 months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked on the job seeker application form whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your new employer and retained during your employment.

## YOUR RIGHTS

You can:

- access and obtain a copy of your data on request.
- require the organisation to change incorrect or incomplete data.
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where House Recruitment Limited is relying on its legitimate interests as the legal ground forIf you would like to exercise any of these rights, please contact Michelle Paoloni at [michelle@houserecruitment.co.uk](mailto:michelle@houserecruitment.co.uk)

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

## WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

You are under no statutory or contractual obligation to provide data to House Recruitment Limited during the recruitment or training process. However, if you do not provide the information, we may not be able to process your application/support your training properly or at all.

