

## **Recruitment Privacy Policy**

### **Introduction**

Creagh Concrete Products Limited ('the Company') is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you have applied for a position with us (whether as an employee, worker or contractor)

This Policy makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

### **Data protection principles**

We will comply with data protection law and principles, which means that your data will be

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

### **Information which we hold about you**

In connection with your application for a position with the Company, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including: -
  - Name and title
  - Contact address
  - Personal email address
  - Telephone number(s) (home, work and mobile)
  - Qualifications obtained
  - Professional qualifications obtained
  - Membership of professional bodies
  - Educational/ professional studies in progress
  - Present employment details
  - Employment history
  - Details of criminal convictions
  - Illness or injury resulting from absence from work in last 2 years
  - Referees personal contact details
  - Medical conditions
  - Date of birth
  - Gender
  - National insurance number
  - Marital status

- Ethnic origin
- Religious beliefs

We collect personal information about you from the following sources:

- You, the candidate.
- Any recruitment agency (if you have applied via them)
- Your named referees, from which we collect any category of data specified in this document.
- Publicly accessible source such as social media, search engines and other online public records.

### **How will we use the information about you?**

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the work.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role applied for (or suggested if a speculative CV/ application form was provided)

We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your CV and covering letter or your application form we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role or work. If we decide to offer you the position, we will then take up references and/or carry out a criminal record and/or carry out any other checks before confirming your appointment.

### **If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

### **How we use sensitive personal information**

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, to ensure meaningful equal opportunity monitoring and reporting.
- We will use your professional registrations to determine if you meet employability criteria.

## **Criminal Convictions**

We envisage that we will process information about criminal convictions in rare cases.

We will collect information about your criminal convictions history if we would like to offer you the work (conditional on checks and any other conditions, such as references, being satisfactory). We are entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

We are legally required to carry out criminal record checks for those carrying out work in certain locations including but not limited to: hospitals, schools, prisons.

## **Automated decision making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## **Data sharing**

We will not share your data with third parties; save for obtaining a reference from those individuals provided on your application form.

## **Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees who have a business need-to-know.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **Data retention**

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

## **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the

right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact [recruitment@creaghconcrete.com](mailto:recruitment@creaghconcrete.com).

### **Right to withdraw consent**

When you applied for this role, you provided consent on the date of application to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact [recruitment@creaghconcrete.com](mailto:recruitment@creaghconcrete.com). Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely

### **Data Protection Manager**

The Human Resources Director is appointed as the data protection manager. If you have any questions about this privacy notice or how we handle your personal information, please contact [lmcmullan@creaghconcrete.com](mailto:lmcmullan@creaghconcrete.com). You 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.