

Data Protection Privacy Notice (Recruitment)

Introduction

This notice explains what personal data (information) we will hold about you, how we collect it, how we will use and how we may share information about you during the application process. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

1. Who collects the information

Optimum Credit Limited (Optimum) is a 'data controller' and gathers and uses certain information about you.

2. Data protection principles

Optimum will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy (Recruitment) and Data Protection Policy (Employment). A link to these policies will automatically be sent to you, when you apply via Jobs@optimumcredit.co.uk. Alternatively, you can request a copy by emailing DPO@optimumcredit.co.uk.

3. About the information we collect and hold

3.1 What information

As mentioned above, one of Optimum's company values is 'Do Right', and we take our legislative and regulatory obligations seriously. The regulations governing us.

In order to ensure we have all the relevant information to meet our obligations in a timely manner, we may collect the following information **up to and including the shortlisting stage** of the recruitment process:

- Your name (including previous names) and contact details (i.e. address, home and mobile phone numbers, email address);
- Information which enables us to identify you from others with the same or similar name (e.g. date of birth, National Insurance number)
- Details of your qualifications, experience, academic and employment history (including job titles, salary and working hours) and interests;
- In line with our regulatory obligations, details which will enable us to conduct the relevant pre-employment checks (e.g. credit, fraud and DBS) prior to making an offer of employment to you including previous addresses, any defaults or County Court judgments, missed or late payments to creditors, property repossessions, bankruptcy or individual voluntary arrangements.
- Information about your previous academic and/or employment history (including any periods of

unemployment), including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers*;

- Information regarding your academic and professional qualifications*;
- Information regarding your criminal record, and criminal records certificates (CRCs);
- Information regarding your credit history and the results of any fraud checks (please see Appendix 1);
- Information regarding any 'reasonable adjustment' you would like to be considered at interview stage or to do a test, as a result of health or disability.

If, for any reason, this information is not available up to and including shortlisting stage, we may collect the data after the shortlisting stage.

We may collect the following information **after the shortlisting stage** of the recruitment process:

- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- Confirmation of the type of passport you hold and/or what other documentation you hold confirming your right to work in the UK;
- Proof of address e.g. a recent bill or redacted bank statement;
- A copy of your driving licence;
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information*;and
- Details of your referees.

You are required (by law or to enter into your contract of employment) to provide the categories of information marked '*' above to us to enable us to verify your right to work and suitability for the position.

3.2 How we collect the information

We may collect this information from you, via our website links, recruitment agencies, your referees (details of whom you will have provided), your education provider, the relevant professional body the Disclosure and Barring Service (DBS), credit search agencies, the relevant fraud sharing database (see Appendix 1), the Department of Work & Pensions, and the Home Office.

3.3 Why we collect the information and how we use it

We will typically collect and use this information for the following purposes (other purposes that may also apply are explained in our Data Protection Policy (Employment)):

- to take steps to enter into a contract;
- for compliance with a legal obligation (e.g. our obligation to check that you are eligible to work in the United Kingdom);
- for compliance with our regulatory obligations and best practice guidelines (e.g. fraud prevention)
- for the performance of a task carried out in the public interest; and
- for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

3.4 How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as other companies within the Optimum Credit group, recruitment/HR consultants, professional advisers, benefits and insurance providers, payroll administrators, Welsh Assembly Government, Welsh European Funding Office, Wales Contact Centre Forum, credit search and fraud agencies, and other relevant third parties. Where possible, information will be anonymised.

We may need to share this data for a number of reasons such as to update you on the progress of your application, offer you a role, fulfill the employment contract, provide suitable benefits, enable pre-employment checks to be completed or for internal reporting purposes. This list is not exhaustive.

The recipient(s) of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

3.5 Sensitive personal information and criminal records information

Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our Data Protection Policy (Employment) and Criminal Records Information Policy. Links to these policies will automatically be sent to you, when you apply via Jobs@optimumcredit.co.uk. Alternatively, you can request a copy by emailing DPO@optimumcredit.co.uk

3.6 Where information may be held

Information may be held at our offices and third-party agencies, service providers, representatives and agents as described above.

3.7 How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment, including the fulfillment of the contract and meeting our legislative and regulatory requirements. For further information, see our Data Protection Privacy Notice (Employment).

If you submit your CV to our Talent Tank, we will hold it for six months. If we would ideally like to retain it for longer, we will contact you beforehand to obtain your explicit consent that you are happy for us to do so. You may withdraw consent at any time, by writing to us at our registered address.

4. Your rights to correct and access your information and ask for it to be erased

Please contact our Data Protection Officer (DPO) who can be contacted at DPO@optimumcredit.co.uk if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask our Data Protection Officer for some, but not all, of the information we hold and the process to be erased (the 'right to be forgotten') in certain circumstances. Our Data Protection Officer will provide you with further information about the right to be forgotten, if you ask for it.

5. Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

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

6. How to complain

We hope that our Data Protection Officer can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

APPENDIX 1 - FRAUD DATA BASES

GENERAL

1. We will check your details against the Cifas databases established for the purpose of allowing organisations to record and share data on their fraud cases, other unlawful or dishonest conduct, malpractice, and other seriously improper conduct ("Relevant Conduct") carried out by their staff and potential staff. "Staff" means an individual engaged as an employee, director, trainee, homemaker,

consultant, contractor, temporary or agency worker, or self-employed individual, whether full or part time or for a fixed-term.

2. The personal data you have provided, we have collected from you, or we have received from third parties will be used to prevent fraud and other Relevant Conduct and to verify your identity.

3. Details of the personal information that will be processed include: name, address, date of birth, any maiden or previous name, contact details, document references, National Insurance Number, and nationality. Where relevant, other data including employment details will also be processed.

4. We and Cifas may also enable law enforcement agencies to access and use your personal data to detect, investigate, and prevent crime.

5. We process your personal data on the basis that we have a legitimate interest in preventing fraud and other Relevant Conduct, and to verify identity, in order to protect our business and customers and to comply with laws that apply to us. This processing of your personal data is also a requirement of your engagement with us.

6. Cifas will hold your personal data for up to six years if you are considered to pose a fraud or Relevant Conduct risk.

CONSEQUENCES OF PROCESSING

7. Should our investigations identify fraud or any other Relevant Conduct by you when applying for or during the course of your engagement with us, your new engagement may be refused or your existing engagement may be terminated or other disciplinary action taken (subject to your rights under your existing contract and under employment law generally).

8. A record of any fraudulent or other Relevant Conduct by you will be retained by Cifas and may result in others refusing to employ you. If you have any questions about this, please contact us using the details provided.

DATA TRANSFERS

9. Should Cifas decide to transfer your personal data outside of the European Economic Area, they will impose contractual obligations on the recipients of that data to protect your personal data to the standard required in the European Economic Area. They may also require the recipient to subscribe to 'international frameworks' intended to enable secure data sharing.

YOUR RIGHTS

10. Your personal data is protected by legal rights, which include your rights to object to our processing of your personal data, request that your personal data is erased or corrected, and request access to your personal data.

11. For more information or to exercise your data protection rights please, please contact us using the contact details provided.

12. You also have a right to complain to the Information Commissioner's Office which regulates the processing of personal data.

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