

Job Applicant Privacy Notice

Data Controller:

**Proveca Ltd, WeWork, No.1 Spinningfields, Quay Street,
Manchester, M3 3JE, UK (The Company)**

GDPR Responsible Contact

Business Operations Team

e-mail: info@proveca.com

As part of any recruitment process, Proveca collects and processes personal data relating to job applicants. Proveca is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does **Proveca** collect?

Proveca collects a range of information about you which may include;

- your name, address and contact details, including email and social media address and telephone numbers;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements and notice periods;
- whether or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- in some circumstances ask you to complete aptitude, behavioural profiling (or similar) assessments; however, we acknowledge your right to refuse to participate in such assessments.

Proveca may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including on-line tests.

Proveca may also collect personal data about you from third parties, such as references supplied by former employers or from employment background check providers. Proveca will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on our HR management systems, on other IT systems (including email).

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Why does **Proveca** process personal data?

Proveca needs to process data to take steps to make decisions on your suitability for employment and before entering into a contract with you.

In some cases, the company needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Proveca 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 offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Proveca may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, we may keep your personal data on file in case there are future employment opportunities for which you may be suited. The company will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise.

This includes the management team, interviewers involved in the recruitment process, HR providers and IT staff if access to the data is necessary for the performance of their roles.

Proveca will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment in which case Proveca will then share your data with former employers to obtain references for you or employment background check providers.

At the recruitment stage, Proveca will not transfer your data outside the European Economic Area.

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How does the organisation protect data?

Proveca takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees or engaged consultants who provide specialised services.

We use GDPR complaint software, cloud-based IT systems and servers which are supported by our GDPR compliant IT providers.

For how long does the organisation keep data?

If your application for employment is unsuccessful, Proveca will hold your data on file for twelve months after the end of the relevant recruitment process this is to be in a position to defend any claims.

If you agree to allow Proveca to keep your personal data on file for future recruitment purposes, we will hold your data on file indefinitely. You are free to withdraw this consent and any time and your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personal file and retained during your employment. The periods for which your data will be held will be provided to you in the Employee Privacy Notice which becomes applicable.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Proveca during the recruitment process however if you do not provide the information, we may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

Your rights

As a data subject, you have several rights. You can:

- access and obtain a copy of your data on request;
- require Proveca to change incorrect or incomplete data;
- require Proveca to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and

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- object to the processing of your data where Proveca is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the above named contact.

If you believe that Proveca has not complied with your data protection rights, you can complain to the Information Commissioner Office (ICO) however we would like to encourage you to try and resolve the issue with us first using the above contact details.