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**Candidate Privacy Notice Effective January 2014**

As part of our application and recruitment process for the role candidates have applied for ASiT collects, processes, and stores personal information about you.

This notice describes how at ASiT we handle and protect the data to which you provide us with access to in connection with the recruiting process.

1. **What personal information do we collect and process?**

Here are some examples of the type of information that we may process. There’s a full list in the schedule at the end of the notice.

• Personal details such as name, postal address

• Information to enable us to contact you such as telephone number and email address

• If you choose to share it with us, we will capture your date of birth, nationality, and gender. This is not mandatory and you are entitled to choose not to disclose this information.

• Information to identify you such as your National Insurance number, passport, driving licence.

• Information about your skills and experience such as work history, qualifications, training.

• Information about your suitability to work for us such as references, interview notes, criminal record, assessment results, occupational health screening results.

• Information about your terms of employment such as salary, job title, location, and hours.

• Feedback on your overall experience through the recruitment process.

This data is captured confidentially and anonymously.

1. **Why do we need to collect and process your personal data?**

The purpose of the data capture and processing is primarily to enable you to register your application, have your suitability assessed for the role and ensure that all the necessary information is obtained for an offer of employment

This includes:

• Administering your application;

• Assessing your skills, qualifications and interests against our job opportunities;

• Verifying your information and carrying out pre-employment checks

• Communications with you about the recruitment process and/or your application(s),

• Complying with applicable laws, regulations, legal processes or enforceable governmental requests. The processing will always be fair and lawful and in the case of sensitive personal information your express consent will be obtained. This means we will only process your data for recruitment and employment purposes and for any other purpose we will always inform you and seek your consent. If you are offered and accept employment with ASiT some of the information collected during the application and recruitment process will become part of your employment record including individual demographic information for equal opportunities monitoring purposes and to enable rights and obligations to be identified (including ethnic origin, age, gender etc.).

1. **Who has access to your data?**

Your personal information may be shared internally and externally, with the people below, to enable the recruitment process to take place. The information shared is limited to what is required by an individual to perform their role in the recruitment process. We may need to share your information with parties internally including:

• Employees who have responsibility for assessing suitability for the vacancy either during the application, assessment or pre-employment checking stages

• Employees who have responsibility for recruitment processes (for example attraction, assessment, pre-employment screening) or for administering recruitment processes;

• Employees in Legal, HR, and Fraud with responsibility for investigating issues of non-compliance with laws and regulations, policies and contractual requirements;

• Employees in IT and system owners who manage user access;

• Security managers for facilities/premises.

We also may also need to share your information confidentially with external third parties including:

• Your previous employers and/or academic institutions in seeking references and in validating information that you’ve provided;

• Other third-party suppliers (or potential suppliers), who provide services on our behalf.

1. **How is your data protected?**

We take the security of your data very seriously. We have internal policies and controls (for example restricting electronic access rights to information systems based on an employee’s role) 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 performance of their duties.

Where we use 3rd parties to process personal data on our behalf, they do so guaranteeing, as a minimum, the same level of protection as provided by ASiT.

1. **Your Rights**

You have a right to be informed about personal information we process about you and you can request to have access to a copy of the information ASiT holds about you.

You also have a right to request that incorrect information about you be changed and you can ask for information to be restricted and or deleted or if you think that ASiT should not be processing that information.

You also have the right to complain to the Information Commissioner’s Office (ICO) which is the regulator for data protection legislation and upholds information rights. More information is available on the ICO website https://ico.org.uk/.

1. **Changes to this Notice**

We may make changes to this notice from time to time. We will post any changes on this the website and the version of the notice is identified at the top of the page by its effective date.

**Schedule 1: Information we may process**

• Name and address

• Contact telephone number(s) and email address

• Date of birth and national insurance number

• Work history, employer name and address, job title, years worked and reason for leaving

• Education, results, educational establishment, and year

• Professional training and awards, awarding establishments, results and year • Previous salary and expectations

• Physical/mental health and condition(s) requiring adaptations to the work environment

• Where an applicant has heard about a vacancy to enable advertising success to be identified

• Unspent criminal convictions and details

• Referee details, job title, employer, and relationship

• Gaps in employment, dates, and a reason

• Individual demographic information in compliance with legal requirements (such as national insurance number, passport/visa information, nationality, citizenship, work permit, disability, and gender)

• Individual demographic information for equal opportunities monitoring purposes and to enable rights and obligations to be identified (including ethnic origin, age, gender etc.)

• Employment contract related information (including job title, salary, location, hours of work, reporting relationship etc.)

• Bank account details for salary payment purposes

• Reference details such as disciplinary record

• Interview and assessment results, reports, and notes

• Photograph/image