

**PRIVACY NOTICE: JOB APPLICANTS (HR)**  
In addition to Skills Training UK's general privacy notice

<b>Contact details:</b>	<a href="mailto:dpo@skillstraininguk.com">dpo@skillstraininguk.com</a>
<b>Date reviewed:</b>	11 <sup>th</sup> August 2021
<p>Skills Training UK (STUK) is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing data collected during the recruitment process securely and transparently.</p> <p>This notice sets out the information we collect and how we use that information.</p>	
<b>INFORMATION COLLECTED:</b>	
A	Name, address and contact details, including email address and telephone number
B	Qualifications, skills, experience and employment history;
C	Information from interviews and phone-screenings
D	Information about current remuneration, including benefit entitlements
E	Entitlement to work in the UK
F	Equal opportunities monitoring information, including ethnic origin, sexual orientation, health and religion or belief.
<b>PURPOSE FOR WHICH THE INFORMATION IS BEING SOUGHT:</b>	
1	Recruitment and suitability assessment
2	Employee and industrial relations
3	Equal employment opportunities
5	Assess reasonable adjustments that may be required for interview
<b>INFORMATION WILL BE HELD IN THE FOLLOWING FORMS:</b>	
1	Electronically in the Applicant Tracking System.
2	Paper during an Application Process.
3	Within the electronic document management system (if appointed) when the Employee Privacy Notice would then apply
<b>THE INFORMATION WILL BE USED TO:</b>	
A	Assess and confirm a candidate's suitability to carry out the role they have applied for.
B	Comply with contractual obligations under the contract of employment including (but not limited to) the operation of policies contained within the Employee Handbook.
C	Comply with legal requirements under employment legislation including (but not limited to): <ul style="list-style-type: none"> <li>• The Statistics of Trade Act 1947</li> <li>• Employment Rights Act 1996</li> <li>• Equality Act 2010</li> <li>• UK Limitation Act 1980</li> </ul>

<b>SENSITIVE INFORMATION WILL BE USED TO:</b>	
D	In accordance with the explicit consent of the data subject.
<b>THE TIME THE INFORMATION WILL BE HELD:</b>	
Job Applicant Data will be held following the conclusion of a process for 6 months. This may also be used to consider you for alternative vacancies if they arise. If successful the information will be kept in accordance with Document Retention Schedule attached to the General Privacy Notice.	
<b>WHEN &amp; WITH WHOM THE INFORMATION WILL BE SHARED:</b>	
<i>With whom</i>	<i>When</i>
Your information may be shared internally within the company for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, and managers in the business area with a vacancy.	On Application and during the recruitment process.
If you are applying for a senior role with the Company your data may be shared with our Partner organisation, Bridges Evergreen.	On Application and during the recruitment process.
A regulator or otherwise to comply with the law	On Request
Your data will not be shared with third parties, unless your application for employment is successful and an offer of employment is made at which point the Employee Privacy Notice would apply.	
<b>YOUR RIGHTS:</b>	
<p>As a data subject, you have several rights under data protection law. You can:</p> <ul style="list-style-type: none"> <li>• access and obtain a copy of your data on request;</li> <li>• require STUK to change incorrect or incomplete data;</li> <li>• require STUK to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;</li> <li>• object to the processing of your data where STUK is relying on its legitimate interests as the legal ground for processing; or</li> <li>• ask us to transfer your data to another organisation.</li> </ul> <p>If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact the Data Protection Officer via the details provided at the opening of this Notice.</p>	
<b>IF PERSONAL DATA IS NOT PROVIDED:</b>	
There is no statutory or contractual obligation to provide data during the recruitment process, however we may not be able to continue with your application if information is not provided.	