

# Job Applicant Privacy Notice

## Introduction

This notice explains how GFS will hold and process your information insofar as it relates to you in your capacity as a job applicant. It explains your rights as a data subject regarding the personal data GFS holds about you.

GFS takes the security and privacy of your personal data seriously. We need to gather and use information or 'data' about you as part of our business and to manage our relationship with you. GFS is the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information, please contact us [recruitment@gfsdeliver.com](mailto:recruitment@gfsdeliver.com).

As we are the controller, we are responsible for deciding how we hold and use the information provided. The purpose of this privacy notice is to inform you how and why we use your personal data, namely for the purposes of the recruitment exercise. It will also set out how long we will usually retain this information for and explain certain information that we must provide under the UK GDPR.

## What will we do with the information you provide to us?

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary. We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area.

The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

## What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for, but it might affect your application if you don't. Additionally, you may also provide information above and beyond the information that we request including information in your CVs or provided during the process.

We hold many types of data about you, which may include personal details including your name, address, date of birth, email address, phone numbers. We will also retain any photograph, equal opportunities data, as well as information included on your CV or application including references, education history and employment history.

We may also carry out background checks, including with referees, DBS checks, which may provide us with information that we may use in assessing your suitability for a role.

## **Application stage**

When you use our online application system, this will be collected by a data processor on our behalf (please see below). We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team and hiring managers will have access to all of this information.

You may also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our recruitment and HR team in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

Where you provide us with any information about your disability status, we will only use this sensitive personal information to consider any appropriate adjustments we will need to provide during the recruitment process, for example whether adjustments will be needed during an interview.

## **Shortlisting**

Our recruitment team and hiring managers shortlist applications for interview. They will be provided with the details submitted with your application with the exception of your equal opportunities' information.

## **Assessments**

We might ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test, or we might take interview notes. This information is held by GFS.

If you are unsuccessful following assessment for the position you have applied for, we will retain your details in our talent pool for a period of six months. This is so we can proactively contact you should any further suitable vacancies arise. Following your application outcome should you wish to 'Opt Out' of our talent pool please inform us by emailing via [recruitment@gfsdeliver.com](mailto:recruitment@gfsdeliver.com) and we will then remove you from the talent pool.

## **Conditional offer**

If we make a conditional offer of employment, we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

We use a third-party provider, who will contact you to ask you to register on their system and then provide certain information to them in order to check your right to work and any criminal records check. Information they or we require may include, but is not limited to the following:

- Proof of your identity.
- Proof of your qualifications.
- Application for a Basic Criminal Record check via the Disclosure and Barring Service (DBS) which will verify your declaration of unspent convictions. We are entitled to carry out these

checks in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role.

- We will contact your referees, using the details you provide in your application, directly to obtain references.
- We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work.
- If we make a final offer, we will also ask you for bank details and national insurance details in order to pay you, plus your family or other emergency contact details in case you have an emergency at work

If you fail to provide information 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. For example, if we require evidence of right to work or references for the role and you fail to provide us with relevant details, we will not be able to take your application further.

### **Use of data processors**

Data processors are third parties who provide elements of our recruitment service for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

In terms of data processors, and the collection of personal data, we may collect data from the following sources:

- Recruitment Agencies and/or our applicant tracking system provider
- Background Check Providers and Credit Check Agencies
- Disclosure and Barring Service
- Your named and provided Referees
- Other third parties who, from time to time, may provide us with information relating to the recruitment process

### **Online applications**

If you use our online application system, you will provide the requested information to our provider who provides this online service for us. Once you 'click to apply' you will be taken to their GFS portal they will hold the information you submit but GFS will have access to it. Here is a link to their Privacy Notice: [PeopleHR Privacy Policy](#)

### **How long is the information retained for?**

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the vacancy. Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the vacancy.

Equal opportunities information is retained for 6 months following the closure of the vacancy whether you are successful or not.

Our applicant tracking system provider will provide us with management information about our recruitment. This is anonymised information which tells us about the effectiveness of campaigns, for example, from which source did we get the most candidates, equal opportunities information for monitoring purposes. This anonymised information will be retained for 6 years from the end of the campaign.

When you applied for a role, you will have provided your consent to our 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 by contacting the data protection office. Once we have received notification that you have withdrawn your consent, we will no longer process your application and the rules of our retention policy will be followed in disposing of your data securely.

### **How do we make decisions about recruitment?**

No decision which has a significant impact on you will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement).

Final recruitment decisions are made by hiring managers and members of our recruitment team. All of the information gathered during the application process is considered. You are able to ask about decisions made about your application by speaking to your contact within our recruitment team or by emailing [recruitment@gfsdeliver.com](mailto:recruitment@gfsdeliver.com).

### **Your rights**

Under the Data Protection Act 2018 and UK GDPR, you have rights as an individual which you can exercise in relation to the information we hold about you. For more information on these rights please refer to the GFS Privacy Policy. If you wish to exercise any of your rights set out above, please contact

### **Complaints or queries**

GFS tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with clarity in mind. It does not provide exhaustive details of all aspects of GFS's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

If you want to make a complaint about the way we have processed your personal information, you can contact us via [datacompliance@gfsdeliver.com](mailto:datacompliance@gfsdeliver.com)

### **Making a subject access request**

GFS tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request'. If we do hold information about you, we will give you a description of it, tell you why we are holding it, tell you who it could be disclosed to and let you have a copy of the information.

To make a request to the GFS for any personal information we may hold you need to put the request in writing addressing it to [datacompliance@gfsdeliver.com](mailto:datacompliance@gfsdeliver.com), or writing to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone. If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting [datacompliance@gfsdeliver.com](mailto:datacompliance@gfsdeliver.com)

### **Changes to this privacy notice**

We keep our privacy notice under regular review, and this was last updated in August 2024.

### **How to contact us**

If you want to request information about our privacy policy you can email our Privacy Manager at [datacompliance@gfsdeliver.com](mailto:datacompliance@gfsdeliver.com)