

# OLIVER BONAS

# PEOPLE POLICIES

## Recruitment Privacy

Policy Category: **Joining Us**

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This policy applies to:

<u>Stores</u>		<u>Support Office</u>	
Permanent	✓	Permanent	✓
Temporary	✓	Temporary	✓

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Here at Oliver Bonas we value your privacy. This policy relates to the information we will ask you for when applying for a role with us. Our Privacy Policy and Terms & Conditions detail more information about how your personal data is protected as a customer.

For the purposes of data protection law, this policy refers to the UK GDPR/UK DPA 2018 in the UK and the EU General Data Protection Regulation (GDPR) In Ireland. Oliver Bonas Ltd is the data controller of the personal information we hold about you.

### What are Oliver Bonas' data protection principles?

We will comply with data protection law and principles. Your data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept securely

### What information will you hold about me?

In connection with your application, we will collect, store, and use the following categories of personal information about you:

- 1) Name
- 2) Email address
- 3) Contact telephone number
- 4) Address
- 5) The information you have provided to us in your CV and covering letter
- 6) Any information you provide to us during an interview

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We may also collect, store, and use the following types of more sensitive personal information:

- 1) Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions
- 2) Information about your health, including any medical condition(s)

## How will you collect my personal information?

We may collect personal information about candidates from the following sources:

- You, the candidate
- The recruitment agency
- A background check provider
- A credit reference agency
- Your named referees
- Any publicly accessible sources

If you are applying from the UK and Ireland, your information will be processed in the UK by our People team who are based in our Support Centre. We use an applicant tracking system (ATS) to collect your application information and then, if successful at interview, we will store your personal information in our integrated HR system.

## How will you use information about me?

It is in our interests to decide whether it would be beneficial to our business to appoint you to a role. We also need to process your personal information to decide whether to enter into a contract with you.

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role
- Carry out background and reference checks, where applicable
- Communicate with you about the recruitment process
- Keep records related to our hiring processes
- Comply with legal or regulatory requirements

## What happens if I fail to provide my personal information?

If you fail to provide information which is necessary for us to consider your application (such as evidence of qualifications or work history) when requested, we will not be able to process your application successfully.

## How will you use particularly sensitive personal information?

We will use information about:

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- Your disability status to consider whether we need to provide appropriate adjustments during the recruitment process. For example, whether adjustments need to be made during an interview
- Your race or national/ethnic origin, religious, philosophical or moral beliefs, and your sexual life or sexual orientation to ensure meaningful equal opportunity monitoring and reporting

There is no obligation for you to provide information relating to disability, ethnicity, or sexual orientation, but this information will help us work towards our EDI commitments and ensure we offer a diverse and inclusive place to work.

### **Do you process information about criminal convictions?**

We do not envisage that we will process information about criminal convictions, but it may be a possibility.

### **Will I be subject to automated decision-making?**

We do not use automated decision-making in our recruitment, every application is reviewed by a trained recruiter.

### **How will you share my personal information?**

We will keep this information securely and only share it with the Recruitment team and any hiring managers involved in the recruitment process. On occasion we may be requested by a third party as a legal requirement to share this data, e.g. the Information Commissioner's Office. If this is the case, we will notify you of this.

### **How long will you keep my information?**

We will keep your information for six months as part of the application process. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our Data Retention Policy.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

If you are successful with us and join Oliver Bonas, we will keep your personal information for six years after your employment ends.

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## How is secure is my data?

We have put appropriate security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered, or disclosed. We have procedures to deal with suspected data security breaches and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## What are my rights relating to my data?

Under certain circumstances, by law you have the right to:

- Request access to your personal information (a 'data subject access request')
- Request correction of the personal information that we hold about you
- Request erasure of your personal information where there is no good reason for us continuing to process it or where you have exercised your right to object to processing
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) or where we are processing your personal information for direct marketing purposes
- Request the restriction of processing of your personal information
- Request the transfer of your personal information to another party

## Do I have the right to withdraw consent?

When you applied for a role, you provided consent to us 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. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our Retention Policy, we will dispose of your personal data securely.

## How can I contact you?

If you have any questions about this privacy notice or how we handle your personal information, or to exercise any of your rights you can email [DPO@oliverbonas.com](mailto:DPO@oliverbonas.com) or write to:

DPO

Oliver Bonas

Unit F, Davis Road Industrial Estate

Davis Road, Chessington

Surrey

KT9 1TQ

United Kingdom

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You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), who are the UK supervisory authority for data protection issues or the Data Protection Commission (DPC), who are the Irish supervisory authority for data protection issues.

For further information on our Website Privacy Policy and Cookie Policy click [here](#).