

GDPR – Recruitment Privacy Notice



Registered Office: 19 Lonmay Place, Panorama Business Village, Queenslie, Glasgow G33 4ER

GENERAL STATEMENT

Introduction

Lochwynd Ltd respects your personal information and undertakes to comply with all applicable data protection legislation currently in force.

Lochwynd Ltd may use personal information provided by you in the recruitment process either with your consent or on the basis of the following:

1. **Contract:** the processing is necessary for a contract we have with you
2. **Legal obligation:** the processing is necessary for us to comply with the law (not including contractual obligations)
3. **Vital interests:** the processing is necessary to protect someone's life
4. **Public task:** the processing is necessary for us to perform a task in the public interest or for official functions, and the task or function has a clear basis in law
5. **Legitimate interests:** the processing is necessary for our or your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests

Except as provided under these terms, Lochwynd Ltd will not disclose your personal information without your permission unless such disclosure is required by law or other court order.

In accordance with Lochwynd Ltd data protection policy, you are entitled to request a copy of the information which the company holds about you. If you become aware that the personal information the company holds about you is inaccurate, you may request that it is amended. Any requests in this respect or any other correspondence relating to this notice should be done in accordance with Lochwynd Ltd's data protection policy.

Where processing is based upon consent, you have the right to withdraw consent at any time which will not affect the lawfulness of processing based on consent before its withdrawal.

For information on GDPR and your obligations, or if you have any concerns you should contact personnel@lochwynd.com or telephone 0141 781 4477 and ask to speak to the Personnel Dept.

How information about you will be used

The company collects information about you. This is to:

1. Ensure that we can verify your identity
2. Ensure that we can verify information provided by you during the recruitment process including, but not limited to, your employment history and qualifications
3. Gather information regarding any disability you suffer from in order that we can make reasonable adjustments during the recruitment process (where applicable)
4. Confirm that you have the legal right to live and work in the UK

Gathering information

The below table provides information as to what information we will gather about you during the recruitment process, how we will gather it (and who from) and who we may share it with:

Type of information	Who it is shared with	Legal basis for processing this information	Retention period for keeping this information
Personal details (name and address, email address, phone number, date of birth, qualifications, Professional registrations, employment history, information – current salary, benefits package, terms of employment,)	<p>Some or all of this information, where required, is internally shared with: Personnel Dept Finance Dept Training Dept Contracts Dept</p> <p>Employment History/Details of previous terms of employment: References are sought from referees provided on commencement of employment</p> <p>Qualifications: We may make contact with any training bodies / governing bodies you have declared to verify declared qualifications / registrations.</p>	<p>Legitimate Interest: to ensure that all relevant employment details are known to senior personnel within the business</p> <p>Legitimate Interest: References are obtained as part of our recruitment process to confirm the details provided by the candidate are accurate.</p> <p>Legitimate Interest: to verify all declared qualifications have been undertaken by the candidate and to ensure that appropriate training / qualifications are provided or undertaken</p>	Six months after the role has been filled or the end of the recruitment process (in the event that the role is not filled)
Information on any disabilities, for the purpose of making arrangements for interview	<p>Some or all of this information, where required, is internally shared with: Personnel Dept Training Dept Contracts Dept</p>	Legitimate Interest: special category data is processed in accordance with provision h) of Article 9 for the assessment of the working capacity of the employee	Six months after the role has been filled or the end of the recruitment process (in the event that the role is not filled)
Identity / Eligibility to work in the UK check	<p>Some or all of this information, where required, is internally shared with: Personnel Dept Training Dept</p> <p>Some or all of this information, where required, is EXTERNALLY shared with: UK Immigration & Visas/ Employers Checking Service</p>	Legal Obligation: to ensure that we only employ candidates who have the legal right to work in the UK	Six months after the role has been filled or the end of the recruitment process (in the event that the role is not filled)
Driver's license details	<p>Some or all of this information, where required, is internally shared with: Personnel Dept Training Dept</p> <p>Some or all of this information, where required, is EXTERNALLY shared with: DVLA</p>	Legal obligation: to ensure that all employees are able to drive (where the role requires the candidate to drive)	Six months after the role has been filled or the end of the recruitment process (in the event that the role is not filled)

Criminal record checks (current name, previous names, birth details, contact details, national insurance number, passport details, driving licence, national identity card, current address, address history and credit/debit card details)	Some or all of this information, where required, is <u>EXTERNALLY shared with:</u> Disclosure Scotland/ Disclosure & Barring Service	Legal obligation: to ensure that candidates are legally able to work with children/vulnerable adults/ in a regulated environment	Six months after the role has been filled, the end of the recruitment process (in the event that the role is not filled) or the check being carried out, whichever is the later
Credit reference check	Some or all of this information, where required, is <u>EXTERNALLY shared with:</u> Credit Checking Financial Service	Legitimate interest: where applicable, to ensure that candidates are able to work within a Financial environment / vetting for Company Credit Card.	Six months after the role has been filled, the end of the recruitment process (in the event that the role is not filled) or the check being carried out, whichever is the later
Social media searches	Some or all of this information, where required, is <u>internally shared with:</u> Personnel Dept Training Dept	Legitimate interest: to verify the candidate's identity and to ensure that the candidate does not partake in any activities or shares any belief that contradicts the work of the company or its work/ethos	Six months after the role has been filled, the end of the recruitment process (in the event that the role is not filled) or the check being carried out, whichever is the later

Lochwynd outsource its IT Support to an approved third-party provider. All data stored on Servers is backed up securely to Cloud via latest encryption keys. Access to data is secured via a single point administration account which requires authentication to access.

Lochwynd Ltd will not use the information supplied by you during the recruitment process for any other purpose other than recruitment for the role which you have applied.

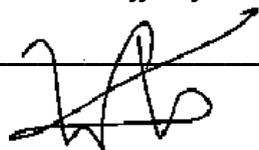
In the event that you are successful in the role, the company will retain all of the above information as part of your personnel file and a separate privacy notice will be issued to you on commencement of employment which will detail the information we hold on you, who it is shared with, the legal basis for processing your information and our data retention periods which are greater than those specified above.

The Supervisory authority in the UK is the ICO. Where you have a complaint regarding the handling of your data which you do not think can be handled internally, then you have the right to make a complaint to the ICO.

This STATEMENT of COMPANY POLICY will be displayed prominently at all workplaces.

The organisation and arrangements for implementing the Policy will also be available at Head Office for reference by any employee as required.

SIGNED: _____



**William P. Geary
Managing Director**

DATE: 25 / 05 / 18

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Lochwynd

Specialist Eco Traffic Industry Contractors

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YOUR DECLARATION

I confirm that I have read and understood the above information relating to how my personal information will be processed and shared.

By signing below, I consent to the processing of my information as described.

Name	
Signature	
Post Applied For	
Date	

Retaining details – consent

We may wish to retain your details on file for future suitable vacancies. With your consent, we would retain your details for this purpose for [insert period].

By ticking this box, you consent to us retaining your details on file for the period cited above and to us contacting you regarding future suitable vacancies.

