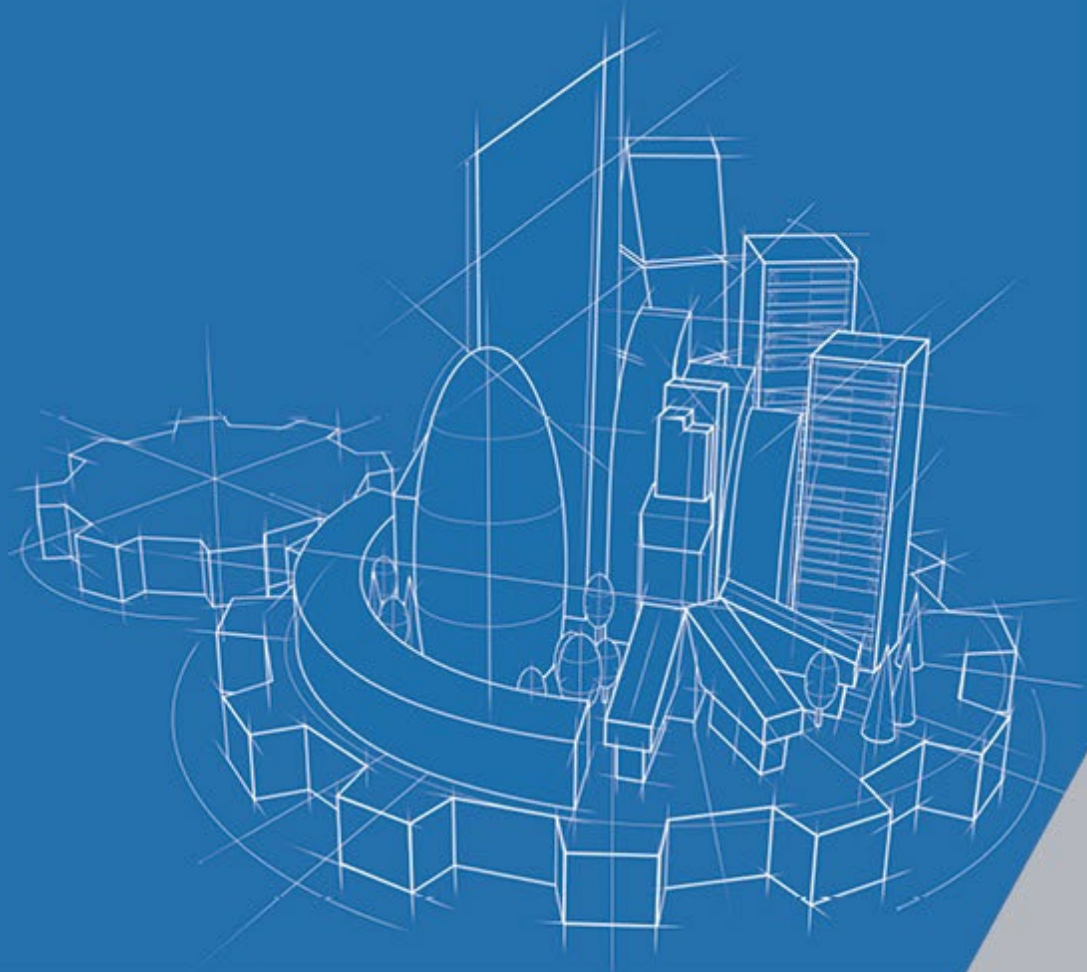




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# JCA Candidate Privacy Policy



Version	Date	Owner	Approver	Comment
000	17.07.2018	Commercial Manager	Managing Director	Document Created
001	08.02.2022	Commercial Manager	Managing Director	Document Updated
002	21.09.2022	Commercial Manager	Managing Director	2022 Policy review. No changes to content.
003	26.06.2023	Commercial Manager	Managing Director	To amend the policy relating to (i) vaccination status and (ii) compliance manager.

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## 1.0 Introduction

JCA Engineering Limited is a company registered in England and Wales with company number 04433957. Our registered office is Solar House, Kings Way, Stevenage, SG1 2UA. All references in this policy to “JCA”, “we” “us”, “our” are references to JCA Engineering Limited and other companies in its group of companies.

As a data controller, JCA are responsible for deciding how we hold and use personal information about you. You are receiving this privacy document because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

## 1.1 Data protection principles

We will comply with data protection law and principles, which means that 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 only 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.

## 1.2 The kind of information we hold about you

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

- The information you (or a recruitment agent) have provided to us in your curriculum vitae and covering letter.
- The information you have provided to us on our application form (if any), including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications.
- Any information you provide to us during an interview; and
- Any results of assessments undertaken as part of an interview.

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

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records (if appropriate).
- Information about criminal convictions and offences; and
- Background and reference checks, where applicable.

## **1.3 The stages of your application will be:**

### **1.3.1 Application Stage**

When you apply for a position, you will supply your CV and a covering letter and you should provide personal details including name and contact details; previous experience; education; referees; and information as to your suitability for the position for which you are applying. Our recruitment team will have access to all of this information but it will be stored in a secure folder on our server.

### **1.3.2 Shortlisting**

Our recruitment team and the relevant manager will shortlist applications for interview. They will be provided with your CV and covering letter.

### **1.3.3 Assessments**

We may ask you to participate in an assessment (online or in person) and/or to attend an interview. During this process, information will be generated by you and by us. For example, we may take interview notes or you may complete a questionnaire. During this process, only those people involved in the process will have access to your information, all from the secure folder on our server.

If you are unsuccessful for the position you have applied for, we will (unless you tell us otherwise) retain your details for 24 months in order that:

- We can contact you if any further suitable vacancies arise.
- We can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way.

### **1.3.4 Conditional Offer**

If we make a conditional offer of employment we will ask you to provide information so that we can carry out pre-employment checks. You must successfully complete these checks in order to progress to a final offer. We are required to confirm the identity of all of our staff and their right to work in the UK. We may use third parties to carry out these checks on our behalf.

We may need the following from you for the purposes of our pre-employment checks:

- Proof of your identity and right to work – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- You may be asked to complete a criminal records declaration to declare any unspent convictions. If this is required, we will provide your email address to the Government Recruitment Service who will contact you to complete an application for a Basic Criminal Record check via the Disclosure and Barring Service or Backcheck, which will verify your declaration of unspent convictions.
- We may contact your referees, using the details you provide in your application, directly to obtain references.
- We may obtain credit check information to verify whether you have been credit black listed.
- You will also be asked to provide equal opportunities information. It is not mandatory that you provide

this and, if you choose not to, this will not affect your application with us. Should you choose to provide it, it will not be made available outside of our Human Resources team in a manner that can identify you. Any information that you do provide will only be used for our equality and diversity monitoring.

- We will ask you for your bank details – to process salary payments if we enter into a contract of employment with us.
- Emergency contact details – so that we know who to contact in the event of an emergency at work if we enter into a contract of employment with you.

## 1.4 How we will use information about you

In summary, 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.
- For our equality and diversity monitoring.

All of the information you provide during the process will only be used for the purpose of processing your application, or to fulfil legal or regulatory requirements if necessary. We will only share your personal information with third parties for the purposes of processing your application.

In order for us to process your personal information, we must have a lawful basis to do so. In processing the data referred to in this notice, we rely on one or more of the following bases:

- It is in our legitimate interests as an employer to want to recruit individuals to perform work for our benefit (Article 6(1)(f) of the GDPR) and in respect of information about criminal convictions, it is necessary for your potential employment (Data Protection Act 2018 Schedule 1 Part 1(1));
- Where we enter into a contract of an employment with you in the context of your application, our processing of the information is pre-requisite to us entering into or performing a contract with you (Article 6(1)(b) GDPR).

## 1.5 If you fail to provide personal information

If you fail to provide information when requested, 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 a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

## 1.6 How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- We will use information about 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 assessment or interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral

beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

## 1.7 Information about criminal convictions

We envisage that following making a conditional offer of employment to you, we may process information about criminal convictions.

We will collect such information about your criminal convictions history in the circumstances referred to above if we would like to offer you the role (conditional on checks and any other conditions, such as references, being satisfactory). We are required to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

- Where the nature of the position is such that it requires a high degree of trust and integrity, for example, where the position involves dealing with money and/or confidential information.
- Where the location of the position is such that a criminal records check is required for access to that location or to carry out certain works at that location or where there are vulnerable persons at that location.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

## 1.8 Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## 1.9 Why might we share your personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application to:

- Companies who provide candidate interview and assessment services
- Suppliers who undertake background checks

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## 1.10 How long will we hold your data 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. Details of all unsuccessful candidates will remain in our database (on our recruitment system) for a period of two years following notification to you that your application has been unsuccessful so that we can stay in contact with you and keep you updated should a suitable role become available. Your candidate details will include the information you provide us in your original application and any notes from interviews or assessments. You can update preferences through our recruitment team; this includes the right

to access the data we hold in relation to you; the right to have that information corrected (if it is wrong); the right to restrict how we use that information; the right to have your information transferred to a third party; and the right to have your information removed from our database.

## **1.11 Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **1.12 Compliance Manager**

Our Compliance Manager ([compliancemanager@jca.co.uk](mailto:compliancemanager@jca.co.uk)) is appointed to oversee compliance with this privacy notice. If you have any questions about this notice or we how we deal with your personal information, please contact the Compliance Manager. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO).