



Title	Job Applicant Privacy Policy
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Job Applicant Privacy Policy

As part of any recruitment process, **enjoy**leisure collects and processes personal data relating to job applicants. **enjoy**leisure is committed to being transparent about how it collects and uses that data and meeting its data protection obligations.

What information does enjoyleisure collect and why?

enjoyleisure has a legitimate interest in processing personal data during the different stages of the recruitment process to confirm a candidate's suitability of employment and interview selection. Information requested may include:

- your name, address and contact details, including email address and telephone number;
- information about your entitlement to work in the UK;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements.

In addition **enjoy**leisure may request information about whether or not applicants are disabled to make reasonable adjustments at interview. This is also to carry out its obligations and exercise specific rights in relation to employment.

Where **enjoy**leisure processes other 'special categories of data', such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

Preferred Candidates

If selected as the Preferred Candidate, further information will be requested from you and/or third parties in order to verify and confirm both your identity and suitability for the post. You will be informed of this process and what information is required. This may include:

- references from former employers;
- accessing information via 3rd party employment background check providers and criminal record checks;
- if applicable an application for a PVG or basic disclosure certificate;
- documents verifying proof of identity and address
- your bank account details for payroll purposes;
- pre-employment health questionnaire;

For some roles, **enjoy**leisure is obliged to seek information about criminal convictions and offences. This information will only be requested when necessary, and applicants will be advised in advance.

Data may be collected in a variety of ways. For example, within application forms, obtained from your passport or other identity documents, through interviews or other forms of assessment.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Who has access to this data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes recruitment application websites, members of the HR team, interviewers, managers in the business area with a vacancy or IT staff, only if access to the data is necessary for the performance of their roles.

Your data may be transferred within or out with the European Economic Area (EEA) through our third party systems providers. Data is transferred on the basis of validated guarantees from our third party providers that data processing is secure and compliant with GDPR.

How does enjoyleisure protect data?

enjoyleisure takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does enjoyleisure keep data?

If your application for employment is unsuccessful, **enjoyleisure** will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file.

Your Rights

As a “data subject”, you have a number of rights. You may request:

- access and obtain a copy of your data;
- **enjoyleisure** to change incorrect or incomplete data;
- **enjoyleisure** to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

If you would like to exercise any of these rights, please contact:

Brian Bogie, Business Compliance Manager
bbogie@enjoyleisure.com | 0131 653 5321 (ext 4121)

If you believe that **enjoyleisure** has not complied with your data protection rights, you can complain to **enjoyleisure** in the first instance, via the Business Compliance Manager as detailed above.

If you remain unsatisfied with your response, a complaint can be made to the:

Scottish Information Commissioner
Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS
Telephone: 01334 464610 E-mail: enquiries@itspublicknowledge.info

What if you do not provide personal data?

You are under no statutory obligation to provide data to **enjoyleisure** during the recruitment process. However, if you do not provide the information requested it may impede your application.

Who should I ask if I have further questions?

Please contact **enjoyleisure's** HR team on 0131 653 5200 or the Business Compliance Manager on 0131 653 5321 (ext 4121).