

# Candidate Privacy Notice

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Date: March 2022

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# Candidate Privacy Notice

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## Privacy Notice Statement

As part of any recruitment process, OnlineDIRECT collects and processes personal data relating to job applicants. OnlineDIRECT is a 'data controller' and it is obliged to provide job applicants with certain information under the General Data Protection Regulation (GDPR). OnlineDIRECT is responsible for deciding how it holds and uses the personal data it collects and processes relating to job applicants. The purpose of this notice is to make you aware of how and why your personal data will be used in connection with your application for work with OnlineDIRECT and how long it will usually be retained for. OnlineDIRECT are committed to being transparent about how it collects and uses your personal data and to meeting its data protection obligations.

## Data protection principles

OnlineDIRECT 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 have clearly been explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes you have been told about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only if necessary for the purposes OnlineDIRECT has told you about.
- Kept securely.

## What information does OnlineDIRECT collect?

OnlineDIRECT collects a range of information about you when you apply for a vacancy. This includes any information you or an employment agency provide us with such as:

- your name, address, and contact details, including email address and telephone number;
- details of your qualifications, skills, experience, and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the OnlineDIRECT needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

OnlineDIRECT may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

OnlineDIRECT will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

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

## Why does OnlineDIRECT process personal data?

OnlineDIRECT needs to process data to take steps at your request prior to entering into a contract with you. OnlineDIRECT will use the personal data that it collects 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 relating to our hiring processes.
- Comply with legal or regulatory requirements.

OnlineDIRECT has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows OnlineDIRECT to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. OnlineDIRECT may also need to process data from job applicants to respond to and defend against legal claims.

OnlineDIRECT may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to ensure meaningful equal opportunity monitoring. It may also collect information about whether applicants are disabled in order to make reasonable adjustments for candidates who have a disability. OnlineDIRECT processes such information to carry out its obligations and exercise specific rights in relation to employment.

## Who has access to data?

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

OnlineDIRECT will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment. OnlineDIRECT may share your data with former employers to obtain references for you but will ask for your consent separately before doing so.

The Employer will not transfer your data outside the European Economic Area.

## How does OnlineDIRECT protect data?

OnlineDIRECT 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.

OnlineDIRECT has 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 it is legally required to do so.

## For how long does OnlineDIRECT keep data?

If your application for employment is unsuccessful, OnlineDIRECT may hold your data on file for a maximum of 12 months after the end of the relevant recruitment process. OnlineDIRECT retains your personal information for that period so that it can show, in the event of a legal claim, that it has not discriminated against candidates on prohibited grounds and that it has conducted the recruitment exercise in a fair and transparent way. In addition, OnlineDIRECT retains your application for this period in order to contact you should a suitable vacancy occur in the 12 months from your initial application. After this period, OnlineDIRECT will securely destroy your personal information in accordance with applicable laws and regulations. OnlineDIRECT will write and ask for your explicit consent if it wishes to keep your personal data on file for longer than 12 months after the end of the relevant recruitment process for the purpose of notifying you of other employment opportunities within the organisation. You are under no obligation to provide your consent for these purposes and will suffer no detriment if you decide not to consent.

You are free to withdraw your consent at any time. At the end of that period or once you withdraw your consent, 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. The periods for which your data will be held will be provided to you in a separate privacy notice relating to employees.

## Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (commonly known as a 'data subject access request').
- request OnlineDIRECT to change incorrect or incomplete data;
- request OnlineDIRECT to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where OnlineDIRECT is relying on its legitimate interests as the legal ground for processing;
- request the restriction of processing of your personal information, for example if you want OnlineDIRECT to establish its accuracy or the reason for processing; and
- request the transfer of your personal information to another party.

If you would like to exercise any of these rights, please contact the Data Privacy Team on [dataprivacyteam@onlinedirect.co.uk](mailto:dataprivacyteam@onlinedirect.co.uk)

If you believe that OnlineDIRECT has not complied with your data protection rights, you can complain to the Information Commissioner.

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to OnlineDIRECT during the recruitment process. However, if you do not provide the information, OnlineDIRECT may not be able to process your application properly or at all.