

Recruitment Privacy Policy

This Recruitment Privacy Policy sets out how Pick Everard collects, stores and processes personal data from job applicants and potential employees (“Candidates”). We process personal data of majority of Candidates through our applicant tracking system operated by Eploy (ITS Software Systems Ltd).

Pick Everard is committed to ensuring that your privacy is protected in line with the General Data Protection Regulation (“GDPR”). Pick Everard may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This Recruitment Privacy Policy is effective from 1 March 2020.

What we collect

We may collect the following information, when you apply for a job or make a speculative application:

- Personal details: name, address (including postcode), telephone numbers, email address
- Details in relation to your employment history: current and previous employment dates, CV, covering letter and/or portfolio, professional membership information relevant to the role
- Education, skills, qualifications and training details
- Right to work details to confirm your eligibility to work in the UK
- Correspondence with you or about you such as emails regarding your application and Pick Everard’s decision on your application throughout the recruitment process
- Diversity information: for equal opportunities monitoring purposes in order to provide an overview. Should you choose to provide any diversity Information; you have the option to select ‘Prefer not to say’. Some of the information collected may include special categories of more sensitive personal information about religious beliefs, racial/ethnic origin, and possibly health information, shared as part of any special requirements for interview purposes, for example.

Why do we collect and process this data?

When you apply for a job or make a speculative application, you must expressly give us your consent to process your application.

Where Pick Everard collects and processes personal data about you, we generally do this to enable us to:

- assess your suitability for employment by Pick Everard;
- address and to comply with our legal obligations (e.g. undertaking Right to Work checks);
- and for the legitimate interests of running our business lawfully and as effectively as possible;
- determine the terms on which you may work for us;
- to produce analytical reports for our businesses’ recruitment practices;
- comply with legal and statutory obligations (for example Employment law, Health and Safety law); and
- monitor compliance with our Health and Safety, Equality and Diversity, Professional Conduct and Professional Liability, Equal Opportunities and Data Protection policies.

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Where Pick Everard has received consent from a Candidate with regard to the processing of their personal data (including special categories of personal data), this consent can be withdrawn by contacting HR at: hr@pickeverard.co.uk.

How long will your personal information be retained?

Pick Everard will take reasonable steps to retain personal information only for as long as we need to process your job application. However, we may retain your details, after a decision has been reached on your application for a specific vacancy, (for example in case alternative or more suitable vacancies arise in the future).

Pick Everard will retain these records for a maximum of two years, which will commence from the date when you last interacted with Pick Everard. After two years we will remove your personal data from the system. It means should you wish to apply again to Pick Everard, you will need to re-register and give us your consent.

For more information on our data retention periods please contact us on the details at the end of this notice.

Accurate Data

Candidates are responsible for ensuring that they keep information up to date using the Pick Everard applicant tracking system. The information that must be kept up to date include name, address (including postcode), telephone numbers and personal email address.

Pick Everard will take all reasonable steps to destroy or amend inaccurate or out-of-date data where it becomes aware that it is inaccurate/out-of-date.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial measures to safeguard and secure the information we collect online.

Sharing Personal Data

Pick Everard may disclose personal data it holds to the following third parties who, in addition to the protections we put in place, may have their own legal obligations to process your data lawfully:

- The wider Pick Everard recruiting team;
- The Pick Everard applicant tracking system provider Eploy delivered by ITS Software Systems Ltd who are the Data Processors and Pick Everard is the Data Controller;
- To police, government and other regulatory authorities where we are required to do so, or we are requested to do so, and we consider it is appropriate to do so in the circumstances.

Your rights

You have the following rights, which you can exercise free of charge:

Access	The right to be provided with a copy of your personal information (the right of access);
Rectification	The right to require us to correct any mistakes in your personal information;
To be forgotten	The right to require us to delete your personal information—in certain situations;

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Restriction of processing	The right to require us to restrict processing of your personal information—in certain circumstances, e.g. if you contest the accuracy of the data;
Data portability	The right to receive the personal information you provided to us, in a structured, commonly used and machine-readable format and/or transmit that data to a third party—in certain situations;
To object	The right to object: —at any time to your personal information being processed for direct marketing (including profiling); —in certain other situations to our continued processing of your personal information, e.g. processing carried out for the purpose of our legitimate interests.
Not to be subject to automated individual decision-making	The right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you

If you would like to exercise any of those rights, please email: hr@pickeverard.co.uk, or write to: The HR Director, Pick Everard, Halford House, Charles Street, Leicester, LE1 1HA, or call 0345 045 0050.

ICO Registration Number: Z573779

Signed for the Partnership:



Duncan Green
Managing Partner