



## Candidate Privacy Notice

“We”, “us”, “our” for the purposes of this notice means Directors UK. Directors UK is the Data Controller for the purposes of the General Data Protection Regulations 2018. As part of our candidate application and recruitment activities we collect, process and store personal and special categories of data which may directly or indirectly identify you (together “personal information”). We process personal information relating to the recruitment process and this may include your application and assessment. This Candidate Privacy Notice (“Privacy Notice”) sets out:

- why we collect your personal information;
- what information is collected and;
- how it is processed within the recruitment process.

Throughout this Privacy Notice we use the term “processing” to cover all activities involving your personal information, including collecting, handling, storing, sharing, accessing, using, transferring and disposing of the information.

### 1) Why do we collect your personal information?

We only process your personal information where we are lawfully permitted for one or more of the purposes set out below. Not all of the purposes set out below will apply to you all of the time.

**a) Application:** activities carried out in the course of receiving and assessing candidate applications, including reviewing general applications or applications for specific jobs and processing information to enable subscription to our job alerts. <sup>1</sup> This may involve the processing of your CV, name, address, employment history, academic and professional qualifications, age, diversity data including gender, ethnicity, disability, sexual orientation, nationality and previous disciplinary matters if supplied ;

**b) Assessment:** activities carried out in the course of assessing candidate suitability for roles at Directors UK, which may involve the processing of your CV, interview (face to face, telephone or video), and technical assessments;

**c) General recruitment activities:** market research activities and specific or speculative recruitment-related activities.

### 2) What personal information might we process and how we collect it?

Generally, we collect personal information directly from you in circumstances where you provide personal information to us by applying directly for a role at Directors UK, or information that we learn about you through your interactions with us, or with third parties (e.g. recruitment agencies). We may also collect personal information about you from third parties, including, for example, when a referee provides information about you, when a colleague recommends that we consider you for a position or from other sources where you have made your personal information publicly available for the purposes of recruitment on jobs boards, LinkedIn (or other publicly available social media networks and databases). Here are some examples of the type of information we may process about you. There’s a full list in the schedule at the end of this notice.

#### a) Your Personal Information

- Personal details such as name, address, email address and date and place of birth;
- Work history/job data; previous employers, positions, dates, etc.;
- Compensation; basic salary, benefits, bonuses, etc.;
- Education and work history including professional qualifications and skills;
- Employer feedback / references, to include regulated references where necessary;
- Nationality / visa / right to work permit information; (e.g. passport, driving licence, National Insurance numbers);
- Assessment results

#### b) Your Special Categories of Information

During the process we may also inadvertently capture some special categories of personal information about you (e.g. information relating to your racial or ethnic origin, religious or philosophical beliefs, physical or mental health or condition, sexual orientation), where this has been provided or made publicly available by you or can be inferred from your CV. We may also process certain special categories of information about you (e.g. information about a physical or mental health or condition) in order to make reasonable adjustments to enable our candidates to apply for jobs with us, to be able to take online/telephone assessments, to attend interviews/assessment centers, to prepare for starting at Directors UK (if successful) and to ensure that we comply with regulatory obligations placed on us with regard to our hiring. We may also process information relating to criminal convictions and offences (e.g. as part of pre-employment screening checks). We will only process special categories of information or information about criminal convictions and offences where we have obtained your explicit consent or where permitted by applicable laws (and then only when necessary for the purposes mentioned above). Where we are processing personal information based on your consent, you have the right to withdraw that consent at any time where there is no other legal basis for the processing.

#### 3) Legal basis for the processing

Directors UK's entitlement to process your personal information is governed by a number of processing conditions. This means that we may rely on more than one of these conditions in order to process elements of your personal information throughout the recruitment process.

- It is in the legitimate interests of Directors UK to process your personal information in the administration of your application and for general recruitment purposes;
- We will also process your personal information where it is required by law or regulation. This processing will always be fair and lawful and will at all times comply with the principles of applicable privacy laws in the UK;
- During the course of your application it may also be necessary for Directors UK to process special categories of information about you where we have obtained your explicit consent or where permitted by applicable laws.

#### 4) Who do we share your personal information with?

The recruitment process will involve:

- Assessing and progressing your application;
- Assessing your suitability (skills, strengths for the role);
- Activities needed to complete the screening process should your application be successful.

To enable these processes your personal information may be shared internally, but the information shared is limited to what is required by each individual to perform their role in the recruitment process.

Your personal information may be shared internally within Directors UK with the following people:

- Those employees who would have managerial responsibility for you or are acting on their behalf;
- Employees in HR who have responsibility for certain HR processes (for example, recruitment, assessment, pre-employment screening);
- Employees in IT and system owners who manage user access;

Directors UK may also need to share your information with certain external third parties including:

- Companies who provide recruitment and candidate interview and assessment services to Directors UK
- Academic institutions <sup>c</sup> (Universities, colleges, etc.) in validating information you've provided;
- Individuals and companies that you have previously worked for who may provide references/recommendations

#### 5) How do we protect your information?

Our HR system are protected to ensure that unauthorised or unlawful processing of personal information, accidental loss or destruction of, or damage to, personal information does not occur.

#### 6) Your Rights

##### a) Access, correction and deletion

You are entitled to see the personal information Directors UK holds about you. You can also request changes to be made to incorrect personal information and can ask for your personal information to be deleted or blocked if you legitimately think that Directors UK shouldn't be processing that information or is processing it incorrectly, except where retention of that personal information is required in the context of a legal dispute, or as otherwise required by law. If access, correction or deletion is denied, the reason for doing so will be communicated to you.

##### b) Inquiries, objections and complaints

If you have any queries about this notice or your personal information generally, including questions about accessing your personal information or correcting it, you should contact **Directors UK at [data@directors.uk.com](mailto:data@directors.uk.com)** in the first instance. You may also withdraw consent to the processing of your personal information or submit complaints and/or objections to the processing of your personal information by sending a request in writing to **Directors UK**

When asked to remove a record from our database, Directors UK will retain minimal personal information in order to prevent future contact and where required in accordance with legal / regulatory requirements.

##### c) Automated processing

We do not generally make recruiting or hiring decisions based solely on automated decision-making.

d) Changes to this Privacy Notice

This Privacy Notice may be updated from time to time.