



Job Applicant Privacy Notice

Form Number:	FRM-600
Revision Number:	0
Revision Date:	28/01/22
Author:	HR Mgr
Page No:	1 of 4

Contents

1. Introduction	2
2. Which Information Does the Nucore Group Collect?	2
3. Why Does the Nucore Group Process Personal Data?	2
4. Who Has Access to Data?	3
5. How Does the Nucore Group Protect Data?.....	3
6. For How Long Does the Nucore Group Keep Data?	4
7. What if You Do Not Provide Personal Data?	4
8. Automated Decision Making.....	4
9. Additional Information	4

1. Introduction

As part of any recruitment process, the Nucore Group collects and processes personal data relating to job applicants. If you have any queries about the process or how we handle your information, please contact us at careers@nucore-group.com.

2. Which Information Does the Nucore Group Collect?

The Nucore Group is the data controller for the information you provide during any application process unless otherwise stated. We collect the following information:

- 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 payment, including benefits
- whether you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK

The organisation collects 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, including online tests.

The organisation also collects personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The organisation will seek information from third parties once a job offer to you has been made and will inform you that it is doing so.

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

3. Why Does the Nucore Group Process Personal Data?

The Nucore Group needs to process job applicant's data to ensure compliance with legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. This allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

We process health information to determine if reasonable adjustments need to be made to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, we are obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

4. Who Has Access to Data?

Your information is shared internally for the purposes of the recruitment exercise. This could include 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.

We will not share your data with third parties unless your application for employment is successful and we make you an offer of employment.

5. How Does the Nucore Group Protect Data?

The organisation takes the security of your data seriously. Documents are password protected and contained in permission-restricted folders. We have 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.

6. For How Long Does the Nucore Group Keep Data?

If your application for employment is unsuccessful, the organisation 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 and destroyed.

If your application for employment is successful, personal data gathered during the recruitment process is transferred to your personnel file and retained during your employment. Retention of company data applicable through job records are retained in line with legislative and national standards. Hard copy records that are electronically scanned are shredded and securely disposed of thereafter. The periods for which your data will be held will be provided to you in a new privacy notice as an employee.

7. What if You Do Not Provide Personal Data?

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

8. Automated Decision Making

Recruitment processes are not based on automated decision-making.

9. Additional Information

We hope this privacy notice has been helpful in setting out the way we handle your personal data and your rights to control it. If you have any questions that haven't been covered, please contact our Information Governance Team who will be pleased to help you:

Email us at IGT@nucore-group.com

Or write to us at Information Governance Team, Unit 4C, The Core, Berryhill Crescent, Bridge of Don, Aberdeen, AB23 8AN