

PRIVACY NOTICE FOR CANDIDATES

Abstract

This document sets out our position on how your candidate personal data will be processed under Data Protection legislation and GDPR.

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1 How your information will be used

As your prospective employer, PowerON needs to keep and process certain information about you for the purposes of considering you for employment. The information we hold and process about you will be used for candidate selection process, including considering your suitability for employment, equal opportunities monitoring and related management and administrative use only. We will keep and use it to enable us to manage our pre-employment relationship with you effectively, lawfully and appropriately both during and after the recruitment process. If you are offered and start employment with PowerON, you will then be covered by our Privacy Notice for Employees.

Much of the information we hold will have been provided by you, but some may come from other sources, such as recruitment agencies, referees or qualifications agencies.

The sort of information we hold includes your CV and references, training and qualification records and evidence of entitlement to work in the UK. This information is processed on the basis of fulfilling our potential contractual relationship with you.

Where necessary and relevant to the selection process, we may keep information relating to your health, which could include information disclosed by you in relation to your health and/or any adjustments needed for your role at PowerON due to a disability. This information will be used in order to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate.

We determine how long we retain personal data based on legal requirements and practical requirements. If you are unsuccessful in the recruitment process, we will retain your personal data for no longer than 12 months after the end of the recruitment procedure. If you are successful in the recruitment process, your personal data will be retained in accordance with the Privacy Notice for Employees.

2 Your rights

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA 18) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

3 Identity and contact details of controller and data protection officer

PowerON Platforms is the controller and processor of data for the purposes of the DPA 18 and GDPR.

If you have any concerns as to how your data is processed you can contact: Philip Mercer, Data Protection Officer at Philip.mercer@poweronplatforms.com.