

Recruitment Privacy Notice



BPA
QUALITY

Contents

1. Introduction.....	3
2. Types of Data we process.....	3
3. How we collect your data	3
4. Why we process this data.....	4
5. Criminal Conviction Data.....	4
6. If you do not provide your data to us.....	4
7. Sharing your data.....	4
8. Protecting your data.....	5
9. How long we keep your data for	5
10. Your rights in relation to your data.....	5
11. Complaints	6
12. Review	6

1. Introduction

- 1.1 BPA Quality is aware of its obligations under the General Data Protection Regulation (GDPR) and current data protection legislation, and is committed to processing your data securely and transparently. This recruitment privacy notice sets out, in line with data protection obligations, the types of data that we collect and hold on you as a job applicant. It also sets out how we use that information, how long we keep it for and other relevant information about your data.
- 1.2 BPA Quality is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows:

FAO: The Privacy Team

BPA Corporate Facilitation Ltd, Milford House, Pynes Hill, Exeter EX2 5AZ

Email: privacy@bpaquality.co.uk

Telephone: 01392 347400 and ask to speak to the Privacy Team
- 1.3 Please refer to the [BPA Privacy Notice](#) in conjunction with this.

2. Types of Data we process

- 2.1 We hold the following types of data about you, including;
 - your personal details including your name, address, date of birth, email address, phone numbers
 - information included on your CV including references, education history and employment history
 - documentation relating to your right to work in the UK
 - Assessment and Testing results
 - Interview Notes
 - equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

3. How we collect your data

- 3.1 We collect data about you in a variety of ways. For example, data might be contained in application forms or CVs (including when these are sent to us as part of speculative applications or queries) or collected through interviews or other methods of assessment.
- 3.2 Further information will be collected directly from you if you are successful in securing employment at BPA.

- 3.3 Other details may be collected directly from you in the form of official documentation such as your driving licence, passport or other right to work evidence.

4. Why we process this data

- 4.1 BPA Quality has a legitimate interest in processing personal data during its recruitment process and for keeping records of the process. Processing data from candidates allows us to manage our recruitment process, assess and confirm a candidate's suitability for employment. We may also need to process data from candidates to respond to and defend against legal claims.
- 4.2 In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts. BPA Quality may process information about whether applicants have a disability so we can make reasonable adjustments.
- 4.3 Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes. Our processing of these types of data will be carried out to ensure you or us can meet our obligations or exercise our rights under law related to employment or (only where applicable) to enable us to establish, exercise or defend legal claims.

5. Criminal Conviction Data

- 5.1 We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment should you be successful in obtaining employment. We use criminal conviction data in the following ways:
- For the purpose of requesting a Basic Disclosure Check
- 5.2 Our Lawful basis for processing this data is for our legitimate interests and also consent based.

6. If you do not provide your data to us

- 6.1 One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not be able to process, or continue with (as appropriate), your application.

7. Sharing your data

- 7.1 Your data will be shared with colleagues within BPA Quality, where it is necessary for them to undertake their duties with regards to recruitment.

- 7.2 In some cases, we will collect data about you from third parties, such as employment agencies.
- 7.3 We do not share your data with bodies outside of the European Economic Area.

8. Protecting your data

- 8.1 Personal data is kept securely in personnel files or on BPA's HR and IT systems. We use appropriate technical and organisational measures to protect personal information under our control. We implement security measures appropriate to the nature of the processing and regularly review these measures.
- 8.2 We have internal policies in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

9. How long we keep your data for

- 9.1 In line with data protection principles, we will only keep your data for as long as we need it for and this will depend on whether or not you are successful in obtaining employment with us.
- 9.2 If your application is not successful we will hold your data on file for 6 months following the closure of a recruitment campaign. At the end of that period, your data will be deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).
- 9.3 If your application is successful, your data will be transferred to the systems we use for employees. We have a separate privacy notice for employees, which will be provided to you as part of your onboarding.

10. Your rights in relation to your data

- 10.1 The law on data protection gives you certain rights in relation to the data we hold on you. These are:
- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
 - the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request
 - the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
 - the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it

- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
- the right to portability. You may transfer the data that we hold on you for your own purposes
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests

10.2 Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

10.3 If you wish to exercise any of the rights explained above, please contact privacy@bpaquality.co.uk

11. Complaints

11.1 If BPA cannot resolve your complaint, the Information Commissioner's Office (ICO) is the supervisory authority. You can contact them via the link [here](#)

12. Review

12.1 This Privacy Notice was reviewed on behalf of BPA Corporate Facilitation Ltd by Zeta Carpenter, HR Advisor in November 2023.

12.2 This Privacy Notice will be reviewed by November 2024.



If you have any questions regarding the content of this privacy notice, please email privacy@bpaquality.co.uk.