

# Drum Cussac Group Limited Recruitment Privacy Policy

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Document Title: Recruitment Privacy Policy

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Author:: Alistair Wyse, Data Protection Officer

Approved By: Chief Executive Officer

Date of Issue: 28/08/2019

Unclassified

Classification:

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## DOCUMENT INFORMATION SHEET

- Prior to use ensure this is the most recent revision of document
- Approval & Version History of this document is maintained electronically by Standards Representative

**TITLE: Recruitment Privacy Policy**

## DOCUMENT VERIFICATION:

### OWNER

**Name:** Alistair Wyse

**Position:** Data Protection Officer

### APPROVED

**Name:** Craig Sweet

**Position:** Chief Executive Officer

## DISTRIBUTION

Job Applicants and Interested Parties

## ***Classification***

*Information is not confidential and can be made public without any implications for Drum Cussac. Loss of availability due to system downtime is an acceptable risk. Integrity is important but not vital.*

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## Introduction

As part of any recruitment process, Drum Cussac Group Limited (Drum Cussac) collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## What information do we collect

Drum Cussac collects a range of information about you, which may include:

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- 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 remuneration, including benefit entitlements
- whether or not 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

Drum Cussac may collect 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.

We may also collect personal data about you from third parties, such as references supplied by former employers. You will be asked to complete an Employment Verification Consent Form and we will only seek information from third parties once a job offer to you has been made.

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

### **Why does Drum Cussac process personal data?**

We need to process data to take steps at your request prior to possibly entering into an employment contract with you. In some cases, we need to process data to ensure that we are complying with legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Drum Cussac has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process.

Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

If your application is unsuccessful, Drum Cussac may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time by contacting our Data Protection Officer at [dpo@drum-cussac.com](mailto:dpo@drum-cussac.com).

### **Who has access to your data?**

Your information may be shared internally for the purposes of the recruitment process.

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This includes members of the HR and recruitment 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. We will then share limited parts of your data with former employers to obtain references and may also share this data with background check providers.

### **How does Drum Cussac protect data?**

We take the security of your data seriously. 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 required employees in the proper performance of their duties.

### **For how long does Drum Cussac keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process. At the end of that period, or on the immediate withdrawal of your consent, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper-based); retained during the term of your employment and the period required under Employment Law. The periods for which your data will be held will be provided to you in a privacy notice at the commencement of employment.

### **Your rights**

As a data subject, you have a number of rights, including:

- to access and obtain a copy of your data on request
- require us to change incorrect or incomplete data
- require us to delete or stop processing your data

If you would like to exercise any of these rights or have any questions about your personal data in the recruitment process, please contact our Data Protection Officer at [dpo@drum-cussac.com](mailto:dpo@drum-cussac.com)

If you believe we have not complied with your data protection rights, you can complain directly to the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>.

### **What if you do not provide personal data?**

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

### **Any questions?**

We hope this Recruitment Privacy Policy 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 Data Protection Officer who will be pleased to help you:

Email us at [dpo@drum-cussac.com](mailto:dpo@drum-cussac.com)

Or write to us at **Data Protection Officer, Drum Cussac Group Limited, Avalon, 26-32 Oxford Road, Bournemouth BH8 8EZ**

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