



WESTMORLAND

### **Job Applicant Privacy Notice**

As part of our recruitment processes, we collect and process personal information relating to job applicants. This privacy notice explains what we do with this personal data.

#### **Name and contact details of the Data Controller:**

Westmorland Limited  
Rheged  
Redhills  
Penrith  
CA11 0DQ  
Tel: 015396 24511  
Email: [data.protection@westmorlandfamily.com](mailto:data.protection@westmorlandfamily.com)

#### **What information do we collect?**

We collect and process a range of information about you during the recruitment process. This includes:

- Your name and contact details including address, telephone numbers, and email addresses.
- Details of your skills and experience, education and qualifications and your employment history.
- Information about your current pay and benefit entitlements.
- Information about your nationality and right to work in the UK.

#### **How is this information collected and stored?**

This information is collected from you in a variety of ways including application forms, CV's, identity documents (including any documents or checks proving your right to work in the UK), interviews and assessments.

We may request reference details from your previous employer(s) or educational establishments.

Information is not collected from third parties prior to an offer of employment being made. If this is the case you will be provided with further details at the time.

Data is stored using our application management systems and on other IT systems including email. For successful applicants this data is transferred onto personnel files and our electronic HR management system.

#### **Why do we process personal data?**

We need to process your data in order to process your application for employment.

In certain instances we have to process your data in order to comply with our legal obligations. This would include, for example, checking your entitlement to work in the UK.



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Whilst there are no contractual obligations regarding your data at the recruitment stage, should you be successful we would need to process your data in order to enter into a contract with you.

As well as the above, 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 process, assess a candidate's suitability for a position and decide to whom to offer employment. We may also need to process personal data from job applicants in order to respond to and defend legal claims.

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

Your information may be shared internally for the purposes of recruitment. This includes members of the HR team and managers with responsibility for recruitment.

If your application for employment is successful, information may be shared with third parties in order to seek references from former employers. If your application is unsuccessful, information will not be shared with third parties.

Your data will not be transferred outside of the European Economic Area (EEA).

### **How long do we keep personal data?**

#### *Registered Candidates*

Once you have registered on our database, your details will be held for a period of 12 months. After this period your details will be removed from our database unless you choose otherwise.

If you have not applied for a position with us, you may remove your details at any time.

#### *Unsuccessful applicants*

If your application for employment is unsuccessful, we will hold your data on file for a period of six months after the end of the recruitment process. Your details will be automatically removed in line with our standard retention schedule if you do not choose otherwise.

#### *Successful applicants*

If your application for employment is successful, your data will be transferred to your personnel file and subject to the retention periods outlined in our Employee Privacy Notice.

### **Your rights**

As a 'data subject' you have a number of rights in relation to your personal data. You can:

- Obtain a copy of your personal data on request.
- Ask us to change incorrect or incomplete data.
- Ask us to delete or stop processing your data, for example where it is no longer necessary.



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- Object to the processing of your data under certain conditions (specifically where it is being processed due to our legitimate interests).
- Object to direct marketing.

If you believe that we have not complied with your data protection rights you can complain to the Information Commissioner, which is the supervisory authority for data protection in the UK.

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

We need access to your data, including contact details and email address, to be able to process your application for employment.

Whilst you are under no statutory or contractual obligation to provide us with data during the recruitment process, if you fail to do so we will not be able to process your application for employment.

### **Automated decision making**

Generally, our recruitment processes are not based solely on automated decision making.

However, all applicants will be asked to confirm that they have the right to work in the UK. For certain roles, applicants may be asked to confirm that they meet essential criteria, such as the possession of a driving licence for a role that requires this. If candidates are unable to answer yes to these questions they cannot be considered for the role.

If you have any queries about automated decision making during the recruitment process you can email [data.protection@westmorlandfamily.com](mailto:data.protection@westmorlandfamily.com).