



Hill & Smith Ltd Job Applicant - Privacy Notice

Hill & Smith Ltd (We, Us) are committed to protecting and respecting your privacy.

We are committed to being transparent about how "Hill & Smith Ltd" or "the company" collect and process personal data relating to job applicants as part of our recruitment process and to meeting its data protection obligations.

Data Controller:

For the purpose of General Data Protection Regulation (GDPR) the Data Controller is Hill & Smith Ltd.

Please note that all data thus captured will be used and held in accordance with the requirements of the Data Protection Act 2018 (DPA) and the EU General Data Protection Regulation (GDPR)

What information does Hill & Smith Ltd collect?

Where you apply for a job we will collect a range of information this will include

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information from interviews, phone-screenings, assessments you may have;
- information about your current level of remuneration, including benefit entitlements;
- information about your entitlement to work in the UK; and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The information collected may be collected from CV'S, identity documents you provide or collected through interviews or assessments. Furthermore we may collect information about you from third parties such as references supplied by former employers.

Data will be stored securely in your application record within the HR management and IT systems.

Why does Hill & Smith Ltd process personal data?

Hill & Smith Ltd has a legitimate purpose 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 fairly, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. 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. We may also need to process data from job applicants to respond to and defend against legal claims.

Hill & Smith Ltd processes health information if it needs to make reasonable adjustments 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 Hill & Smith Ltd 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.

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

Who has access to data?

Your information may be shared internally within the company for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, and managers in the divisional area with an identified vacancy.

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references. We

may also share your data with our group companies, for business performance and other types of monitoring and management purposes and, if you are applying for a senior management position with us, we may share your data with our investors.

In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

How does Hill & Smith Ltd protect data?

Hill & Smith Ltd protects the personal data that it holds with technical and organisational security measures. Our cyber security arrangements and framework of data protection policies, procedures and training are kept under regular review to ensure that 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.

For how long does the organisation keep data?

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

If you express to us that you wish to allow the organisation to keep your personal data on file, the organisations will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period [or once you withdraw your consent], your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new employee privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require Hill & Smith Ltd to change incorrect or incomplete data;
- require Hill & Smith Ltd to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Hill & Smith Ltd is relying on its legitimate interests as the legal ground for processing; and
- ask Hill & Smith Ltd to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, or if you believe that Hill & Smith Ltd has not complied with your data protection rights, you can complain to the Human Resources Department who will consider the matter for you. If you are still not satisfied, you can make a complaint to the Information Commissioner's Office - <https://ico.org.uk/concerns/>

What if you do not provide personal data?

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

How to contact Hill & Smith Ltd about your personal data

If you have any requests about your personal data or queries with regard to how we handle your data you can contact the HR Department by phone on 01902 499 400, or write to us at Hill & Smith Ltd, Springvale Business and Industrial Park, Bilston, Wolverhampton WV14 0QL

As part of any recruitment process, Hill & Smith Ltd collects and processes personal data relating to job applicants. Hill & Smith Ltd is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.