

## **RECRUITMENT DATA PRIVACY STATEMENT**

**Data controller:** Longleat Enterprises Ltd or Marquess of Bath Estate, known as ("the Company").

To operate the Longleat Enterprises Ltd recruitment system as part of any recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

The online recruitment system is provided and hosted by Longleat and a third party supplier. By submitting your personal information, you are consenting to Longleat Enterprises Ltd holding and using it in accordance with this policy. The policy is subject to change and any changes to it in the future will be notified on this page. By continuing to use this recruitment site you are agreeing to such changes. We recommend that you check the privacy policy each time you visit this site.

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

We collect a range of information about you. This includes:

- 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.
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- Medical information for applicants for job roles deemed as safety critical.
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including your ethnic origin, sexual orientation religion or belief and health information.

We 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, including occupational personality tests.

We will also collect personal data about you from third parties, such as references supplied by former employers, and for applicants in relevant position; information from criminal records checks. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

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 do we process personal data?**

We need to process data to take steps at your request prior to entering into an employment contract with you. We also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we comply with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

We have 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.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment. This is also to assess suitability for a role if deemed as Safety Critical and a medical assessment is required as part of a conditional offer of employment.

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.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

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

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR 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.

Your data may be transferred outside the European Economic Area (EEA) as our recruitment system servers are located in the US. We expect a similar degree of protection in respect of your personal information. Data is transferred outside the EEA on the basis of us having put in place certain measures to ensure your personal data does receive an adequate level of protection and our recruitment system provider agrees to keep your information confidential and secure.

Upon offer of employment, we will share your data with former employers to obtain references for you, and the Disclosure and Barring Service to obtain necessary criminal records checks should the role you have been offered require a DBS check.

### **How do we 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 our employees in the proper performance of their duties. Where we engage third parties to process personal data on our behalf, we do so on the basis of written instructions, are under a duty of confidentiality.

We have put in place procedures to deal with any suspected security data breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **For how long do we keep data?**

If your application is unsuccessful, we will keep your personal data on file for up to a period of one year, in order for you to access and reuse information for future applications to us, and in case there are future employment opportunities we wish to notify you of. You are free to withdraw your consent at any time should you not wish for this information to be retained. At the end of that period or once you withdraw your consent prior to that date, 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 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 us to change incorrect or incomplete data;
- require us 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 we are relying on its legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact us by emailing [datacontroller@longleat.co.uk](mailto:datacontroller@longleat.co.uk).

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

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

You are under no statutory or contractual obligation to provide data to us 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.

### **Automated decision-making**

Recruitment processes are not based on automated decision-making.