

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

### **Who We Are**

Under Data Protection legislation, Vertas Group is a data controller.

The contact details for the recruitment team at Vertas Group are as follows:

Vertas Recruitment Telephone: 01473 263600

Vertas Recruitment email: [careers@Vertas.co.uk](mailto:careers@Vertas.co.uk)

Office Address: Beacon House, Landmark Business Park, White House Road, Ipswich. IP1 5PB.

### **Our Data Protection Officer**

Vertas Group's data protection officer is:

Katie Handshaw

Email: [DPO@Vertas.co.uk](mailto:DPO@Vertas.co.uk)

### **What Information does Vertas Group 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, including benefit entitlements;
- whether you have a disability for which the company needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- Information for a DBS (disclosure barring scheme) if relevant to your role.

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

We may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks and barring services.

We will seek information from third parties only once a job offer to you has been made and will inform you that it is 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 Does Vertas Group Process Personal Data?**

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

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

Vertas Group 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. Vertas Group may also need to process data from job applicants to respond to and defend against legal claims.

Vertas Group may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The company processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, Vertas Group is obliged to seek information about criminal convictions and offences. Where the company 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.

## **Who Has Access to Data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The company will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The company will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks and SIA Licence.

The company will not transfer your data to countries outside the European Economic Area.

## **How Does Vertas Group Protect Data?**

Vertas Group takes the security of your data seriously. It has 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.

We train all our employees, relevant to their role, on their role and responsibility of processing and protecting personal data. We have security provisions in place with our IT Provider and HR and Payroll system provider to ensure personal data is secure, such as firewalls, anti virus software, security profile settings, etc.



### **For how long does Vertas Group keep data?**

If your application for employment is unsuccessful, the company will hold your data on file for six months after the end of the relevant recruitment process.

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 the company to change incorrect or incomplete data;
- require the company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the company is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact our DPO.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting our DPO. Alternatively, you can contact the Information Commissioner's Office at <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 Vertas Group during the recruitment process. However, if you do not provide the information, the company may not be able to process your application properly or at all.

### **Automated decision-making**

Recruitment decisions are not based solely on automated decision-making.

### **Further information**

If you would like to discuss anything in this privacy notice, please contact our DPO.