

Job Applicant Privacy Notice

Caulfield Insurance collects and processes personal data relating to job applicants for the purpose of Recruitment and Selection. Caulfield Insurance is committed to being transparent about how we collect and use that personal data to meeting our data protection obligations

Note: The wording in this agreement reflects the requirements of the General Data Protection Regulation (GDPR), which will come into effect in the UK on 25 May 2018

Personal data we collect;

In order to apply for an advertised position, Caulfield Insurance needs to collect a range of information about you. This includes;

Name, address and contact details, including email address and/or telephone number

Details of your qualifications, skills, experience and employment history

Information about your current level of remuneration, including benefits and extras

Whether or not you have a disability, this allows us to make reasonable adjustments during the process

Information about your right to work in the UK

Equal opportunities monitoring information, including your sexual orientation and community background.

How we collect your personal data

Caulfield Insurance may collect the above information in a variety of ways;

- Application forms, online and paper
- CVs
- Identity documentation obtained at interview
- Interview assessments
- Recruitment agencies

If successful Caulfield Insurance may collect personal data about you from third parties, such as;

- References
- Background or security checks

Why we process personal data

Data protection laws set out a number of lawful basis which enable organisations to lawfully process personal data. In relation to the personal data Caulfield Insurance process about you as part of our recruitment and selection processes, we can do this because it is necessary in our legitimate interest to do so. The legitimate interest being served is that it enables us to manage the recruitment process to assess and confirm your suitability for the position and if successful to offer you a job. This is necessary to enable us to run an effective business.

In some cases, we will process your personal data because it is necessary for us to do so to comply with our legal obligations e.g. eligibility to work in the UK and, if we want to offer you the job, the processing will be necessary in order to enter into a contract with you. The processing of personal data related to a disability is necessary because it enables us to make reasonable adjustments for you.

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

Job Applicant Privacy Notice

How do we store your personal data

Personal data will be stored in a number of places

- Application record
- HR secure storage
- Email records

It is your responsibility to ensure that your personal data is accurate and up to date

Who has access to your personal data?

Your personal data may be shared internally for the purposes for the recruitment exercise. This will include;

- HR Department
- Interviewers, mostly managers of the business area
- Finance department for discussions surrounding offers

Caulfield Insurance will not share your personal data with third parties, unless your application is successful. Only if successful will we share your data with third parties including;

- Former employers to obtain references
- Security check providers if applicable to the role

Your personal data will not be transferred outside the European Economic Area.

How your personal data is protected

Caulfield Insurance takes the security of your personal data seriously. It has internal policies and controls in place to ensure your personal data is not lost, accidentally destroyed, misused or disclosed and it is not accessed except by our employees in the proper performance of their duties.

How long do we keep your personal data for?

If your application is unsuccessful, Caulfield Insurance will hold your personal data on file for 1 year after the end of the relevant recruitment process. At the end of that period your personal data will be permanently deleted or destroyed.

If you are successful your personal data from the recruitment process will be transferred to your personnel file.

What if you do not provide personal data?

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

Job Applicant Privacy Notice

Automated Decision-making

Caulfield Insurance does not make any decision about applicants which are based solely on automated decision-making.

Your rights

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

- Access or obtain a copy of your personal data on written request
- Require Caulfield Insurance to change incorrect or incomplete personal data
- Require Caulfield Insurance to delete or stop processing your personal data where it is no longer necessary for the purposes we collected it for
- Require us to transfer the personal data you provide to us to a third party in a commonly used machine- readable format where processing is based on consent, you have a right to withdraw consent at any time.

To exercise your rights please contact HR, please note however that some of the rights referred to above are not absolute rights and in some circumstances, even if you do wish to exercise them, we may not be required to comply.

If you are not happy about how Caulfield Insurance have handled or are handling your personal data, you can have a right to complain to the Information Commissioner's Office. You can do this by contacting www.ico.org.uk