

# Job Applicant Privacy Notice

## Introduction

As part of our recruitment processes, Scottish Woodlands Ltd collects and processes personal data relating to job applicants. The company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. The Company is also committed to protecting the confidentiality and integrity of personal data, which is a critical responsibility that the Company takes seriously at all times. The Company will ensure that data is always processed in accordance with the provisions of relevant data protection legislation, including the General Data Protection Regulation (GDPR).

## What information do we collect?

Scottish Woodlands Ltd collects 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 or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

## Collection of data

Scottish Woodlands Ltd may collect this information in a variety of ways. For example, data will be obtained directly from the candidate, from application forms and via the application process, CVs or resumes, data from passports or other identity documents, or collected through interviews or other forms of assessment.

The Company may sometimes collect additional information from third parties including former employers, recruitment agencies, credit reference agencies or other background check agencies. We will seek information from third parties only once a job offer has been made and the company will inform you that we are doing so.

From time to time, the Company may collect additional personal information from an applicant. If the Company requires to obtain additional personal information this policy will be updated, or applicants will receive a separate privacy notice setting out the purpose and lawful basis for processing the data.

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 Scottish Woodlands Ltd process personal data?

The Company does not require consent from applicants to process most types of applicant data. In addition, the Company will not usually need consent to use special categories of personal information in order to carry out legal obligations or exercise specific rights in the field of employment law.

The Company needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the Company needs 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.

The Company 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 the company to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The company may also need to process data from job applicants to respond to and defend against legal claims.

Sensitive personal data is a special category of information which relates to a data subject's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health conditions, sexual life, sexual orientation, biometric or genetic data. It also includes personal data relating to criminal offences and convictions. The Company may process special categories of personal information in the following circumstances: -

- In limited circumstances, with explicit written consent;
- in order to meet legal obligations;
- when it is needed in the public interest, such as for equal opportunities monitoring

- when it is needed to assess working capacity on health grounds, subject to appropriate confidentiality safeguards.

The Company may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Company processes 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.

The Company 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 legal obligations and exercise specific rights in relation to employment.

The Company 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 for the purposes of the recruitment exercise. This includes 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.

The Company may share applicant data with third-party service providers where it is necessary to administer the working relationship with applicants or where the Company has a legitimate interest in doing so. The Company requires third parties to respect the security of applicant data and to treat it in accordance with the law. The Company may also need to share personal information with a regulator or to otherwise comply with the law.

If your application for employment is successful and it makes you an offer of employment, the Company will share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks where necessary and Occupational Health Advisors to obtain the Employment Medical check.

The Company will not transfer your data outside the European Economic Area.

## How does the Company protect data?

Scottish Woodlands Ltd takes the security of your data very 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.

## For how long does the Company keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 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 an Employee Data Protection Policy.

## Your individual rights

You have several rights in relation to how we use your personal information. They are:

### Right to be informed

You have a right to receive clear and easy to understand information on what personal information we have, why and who we share it with – we do this in our Privacy Policy.

### Right of access

You have the right of access to your personal information. If you wish to receive a copy of the personal information we hold on you, you may make a data subject access request (DSAR).

### Right to request that your personal information be rectified

If your personal information is inaccurate or incomplete, you can request that it is corrected.

### Right to request erasure

You can ask for your information to be deleted or removed if there is not a compelling reason for Scottish Woodlands to continue to have it.

### Right to restrict processing

You can ask that we block or suppress the processing of your personal information for certain reasons. This means that we are still permitted to keep your information – but only to ensure we don't use it in the future for those reasons you have restricted.

## Right to data portability

You can ask for a copy of your personal information for your own purposes to use across different service providers.

## Right to object

You can object to Scottish Woodlands processing your personal information where: it's based on our legitimate interests, for direct marketing and if we we're using it for scientific/historical research and statistics.

## How to make a complaint

We will always strive to collect, use and safeguard your personal information in line with data protection laws. If you do not believe we have handled your information as set out in our Privacy Policy please let us know, providing some details to Scottish Woodlands' Data Protection Team at:

[gdpr@scottishwoodlands.co.uk](mailto:gdpr@scottishwoodlands.co.uk)

Data Protection Team, Scottish Woodlands Ltd, Research Park, Riccarton, EDINBURGH EH14 4AP

T: +44(0)131 451 5154

If you are still unhappy, you can complain to the Information Commissioners Office (ICO). Their contact can be found at the following web address:

<https://ico.org.uk>

## What if you do not provide personal data?

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