



# APPLICANT PRIVACY NOTICE

At Vindis, we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about you, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

## 1. Who are we?

Vindis Group is a family-owned business, and we are committed to the protecting and respecting your privacy. We are the data controller (contact details below). This means we decide how your personal data is processed and for what purposes.

## 2. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the Data Protection Act 2018(DPA) and the General Data Protection Regulation (the "GDPR").

## 3. What information do we collect and how do we collect it?

We will collect a range of information about you including (dependent on your role), but not limited to, the following:

- Personal information, including your name, gender and date of birth,
- Contact details, including your postal address, email address and telephone number,
- Details of your qualifications, skills, experience and employment history,
- Information about your current level of remuneration and any employment benefits,
- Information gained from any job role assessments that you partake in,
- Information about your eligibility to work in the United Kingdom,
- Details regarding your driving licence status and convictions (if applicable).

This information could be collected in a variety of ways, for example:

- Application forms,
- CVs,
- Through a recruitment agency, if applicable,
- Passport or any other document supplied for the purpose of right to work checks,
- Video questions, interviews or assessments,
- Third parties, such as former employers.
- Recruitment Agencies

#### 4. Where do we store your data?

Your data will be stored on our Applicant Tracking System, on a Vindis server, within our email system and third-party systems used as part of the recruitment process, where relevant.

#### 5. How do we process your data?

We comply with our obligations under the DPA, and the GDPR, by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

#### 6. Why do we process your personal data?

We process your personal data for a number of reasons, where we have one of the following lawful reasons to do so:

**Consent** – Some of our recruitment practices require us to share your data with a third party (for example driving licence checks, psychometric profiling, checking eligibility for our apprenticeship programmes), however we would only do so with your explicit consent.

**Legal Obligation** – As part of our recruitment process, we are required to comply with legal obligations, such as confirming an applicant is eligible to work in the United Kingdom, before an offer of employment is made.

**Legitimate Interest** – It is necessary for us to process personal data and keep records, in order to manage our recruitment process, whilst assessing the suitability of applicants for each role.

#### 7. Who has access to your data?

We may share your data internally for our recruitment purposes, this would include members of the HR team, interviewers involved in the recruitment process, managers within the business area that you have applied for and the IT team for administration purposes. We also share your data with key partners that provide a service in relation to your application or on-boarding.

Additionally, we may share your data with a third party, listed below, as part of your application or to comply with legal requirements. We will only do so if it's relevant to your application or a service we are providing for you. We do not provide your data to any other company or sell it to third parties.

- Vindis Group Limited and its trading entities
- People HR
- Our insurers
- Government website (gov.uk)
- The brands that we represent
- DVLA
- McQuaig
- Babcock
- Automotive Compliance
- Suppliers of third-party systems operated by the Group
- Yoti

We will only share your data with other third-party companies if:

- They are compliant with the GDPR
- They do not use your data for any purpose other than that for which it was provided
- You have given your explicit consent.

## **8. How do we keep your personal data secure?**

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 personnel in the proper performance of their duties.

## **9. How long do we keep your personal data?**

We only keep data only for as long as there is a legal requirement, needed, consented or for the purpose it was given. All data with regard to an application that is unsuccessful, is held for one year and then erased (unless it is specifically requested to be erased sooner. With regard to a successful application, our legal obligation is to hold this data for a longer period of time. Further details can be found within our 'Employee Privacy Policy' and the 'HR Data Retention Policy' (available upon request).

## **10. Your rights**

You, as a data subject, have a number of rights under data protection law. You can:

- access and obtain a copy of your data on request;
- require Vindis to change incorrect or incomplete data;
- require Vindis 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 Vindis is relying on its legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice, or our processing of your data more generally, please contact [recruitment@vindisgroup.com](mailto:recruitment@vindisgroup.com).

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).