

HBB PRIVACY POLICY FOR JOB APPLICANTS

Humber Bridge Board collects and processes personal data relating to job applicants as part of our recruitment process. This allows us to manage the recruitment process, assess and confirm an applicant's suitability for employment and to aid in the job offer selection. We may also need to process data to respond and defend against legal claims.

We use the information supplied to us to process applications fairly and transparently and to ensure that we are meeting the General Data Protection Regulations (GDPR).

Types of data collected by the Company

Humber Bridge Board retains several categories of personal data on our prospective employees in order to carry out effective and efficient processes. We retain this data in electronic / paper recruitment files relating to each vacancy.

Specifically, we hold the following types of data:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Gender, marital status and dependants
- Next of kin and emergency contact information
- Information on your race and religion for equality monitoring purposes
- Recruitment Information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- Driving licence
- Criminal convictions
- Photographs

Humber Bridge Board may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs and sexual orientation
- Information about your health, including any medical condition, health and sickness records

This information is used for the purposes of equal opportunity monitoring and to determine reasonable adjustments.

Humber Bridge Board will process special categories data when the following applies:

- You have given explicit consent to the processing
- We must process the data in order to carry out our legal obligations
- We must process data for reasons of substantial public interest
- You have already made the data public

Collecting your data



You provide several pieces of data to us directly during the recruitment campaign. In some cases, we will collect data about you from third parties, such as recruitment agencies, previous employers when retrieving references. If successful in your job application, Humber Bridge Board will gather further information from you, for example, your bank details and national insurance number, once your employment begins.

Failure to provide data may result in Humber Bridge Board being unable to fulfil our requirements for entering into a contract of employment with you. This could include being unable to offer you employment, or administer contractual benefits.

Criminal conviction data

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits. This data will usually be collected at the recruitment stage and used to determine your suitability for the role. We rely on the lawful basis of our legitimate interest and legal obligation to process this data.

Who has access to your data?

Your information may be shared internally within the Humber Bridge Board for the purposes of the recruitment process. This includes members of the HR team and interviewers involved in the recruitment process.

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references.

In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

Protecting your data

Humber Bridge Board takes the security of your data seriously. We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have executed processes to guard against this.

Retention periods

Personal information about unsuccessful candidates will be held for 6 months after the recruitment exercise has been completed. At the end of the 6 months, data will be deleted or destroyed.

Data for successful applications will be transferred to the systems we manage for employees and retained during employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

Your rights

As a data subject, you have a number of rights under data protection law.

- The right to obtain a copy of your data on request;



- The right to request Humber Bridge to change incorrect or incomplete data; however they come to light
- The right to require Humber Bridge to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- The right to object to the processing of your data where Humber Bridge 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 the Data Protection Officer, details are below.

Making a Complaint

If you believe that the company has not complied with your data protection rights, you can complain to the Humber Bridge Board Data Protection Officer. Details are below:

Ian Hyland, Data Protection Officer
Humber Bridge Board, Ferriby Road, Hessle, East Yorkshire
HU13 0JG
Mail: ian.hyland@humberbridge.co.uk
Tel: 01482 647162

Consent

By submitting your information, you consent to the use of that information as set out in this Privacy Notice. If we change this Privacy Notice we will post the changes on this page, and may place notices on other pages of our web site so you may be aware of the information we collect and how we use it at all times. We will contact you directly if there is to be any change in the way we use your personal information.

Access to your personal information

If you would like to request a copy of the personal information held about you, you can apply in writing to the Data Protection Officer, Humber Bridge Board, Ferriby Road, Hessle, East Yorkshire, HU13 0JG.

The Board reserves the right to refuse to comply with your request for disclosure where permitted by the Data Protection Act 2018 and reasons will be given for the refusal.

Contacting the Humber Bridge

Data Protection Officer
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