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## Job Candidates

This privacy notice should be read alongside our General Privacy Notice and provides information about how personal data is used in relation to people applying for work with us.

Please see the General Privacy Notice for details about your rights and who to contact about the use of your personal data.

### The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your CV and covering letter, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications

We may also collect, store and use the following types of more sensitive personal information:

- Information about your race or ethnicity, religious or philosophical beliefs, sexual orientation, age etc
- Information about your health, including any medical condition, health and sickness records
- Information about criminal convictions and offences

If you are invited to interview, you will also need to provide original copies of your entitlement to work in the UK.

### How is your personal information collected?

We collect personal information about candidates from the following sources:

- The candidate themselves
- Any recruitment agency we may use, from which we collect the following categories of data: name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, training and references
- Disclosure and Barring Service in respect of criminal convictions

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- Your named referees, from whom we may collect the following categories of data: name, job title, reason for leaving, suitability for the role applied for and general attributes
  - Home Office in respect of your right to work (if applicable)
  - DVLA in respect of your driving licence (if applicable to your role)
  - Occupational Health pre-employment screening service

## **How we will use information about you**

We will use the personal information we collect about you to:

- assess your skills, qualifications, and suitability for the role you have applied for, or any other role that may be suitable
- carry out background and reference checks
- communicate with you about the recruitment process
- keep records related to our recruitment processes
- comply with legal or regulatory requirements

We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your CV and covering letter we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview.

If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role you have applied for, or any other role that may be suitable.

If we decide to offer you a role, before confirming your appointment, we will request references and carry out an enhanced DBS check (if applicable to your role).

References provided in confidence would likely be exempt from the right of access.

## **Legal basis for processing**

The legal basis for processing your personal data is:

- To take steps before entering a contract
- To comply with our legal obligations in relation to employment and equality law
- Performance of our public task

### If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application, we will not be able to process your application. For example, if we require references for a role and you fail to provide us with relevant details - we will not be able to take your application further.

### How we use sensitive personal information

We will use your sensitive personal information (special category data) in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process. For example, whether adjustments need to be made during an interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

The legal basis for processing special category data is: reasons of Substantial public interest, specifically

- Equality of opportunity or treatment
- Support for individuals with a particular disability or medical condition

## **Information about criminal convictions**

We will process information about criminal convictions.

Depending on a role you have applied for, we may carry out a criminal record check (either a standard or enhanced check) in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for that role.

We have in place appropriate policy documents and safeguards which we are required by law to maintain when processing such data.

## **Data sharing**

We will only share your personal information with the following third parties (if applicable) for the purposes of processing your application:

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- Disclosure and Barring Service for the purposes of carrying out the relevant criminal record check
  - Home Office for the purposes of confirming your right to work status in the United Kingdom
  - DVLA for the purposes of a driving licence check
  - Occupational Health screening service

## **How long do we keep your information**

If your application is unsuccessful, your information will be retained for a period of six months from the date of the last update made to your candidate profile.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future for which we may wish to consider you, we will write to you separately seeking your explicit consent to retain your personal information for a fixed period on that basis.

If your application is successful and you commence employment with Humber Bridge, a copy of the information obtained during your recruitment will be transferred to and retained on your HR file in accordance with our data retention policy and applicable laws and regulations. This includes the results of any pre-employment checks.