

## GDPR PRIVACY NOTICE FOR JOB APPLICANTS

Data controller (“the Company”): Gallaway Construction Ltd

*The Old School House, Manchester Road, Carrington, Manchester M31 4UG*

Controller’s representative: Siobhan Robinson 0161 776 0608 [GDPR@gallaway.co.uk](mailto:GDPR@gallaway.co.uk)

Data protection officer: Siobhan Robinson 0161 776 0608 [GDPR@gallaway.co.uk](mailto:GDPR@gallaway.co.uk)

### ***Introduction***

As part of any recruitment process, the Gallaway Construction Ltd (GCL) collects and processes personal information, or personal data, relating to job applicants. This personal information may be held by the Company on paper or in electronic format.

The Company is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018. The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information during the recruitment process. We are required under the GDPR to notify you of the information contained in this privacy notice.

This privacy notice applies to all job applicants, whether they apply for a role directly or indirectly through an employment agency. It is non-contractual.

The Company has appointed a data protection officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or about how we handle your personal information, please contact Siobhan Robinson The Old School House, Manchester Road, Carrington, Manchester M31 4UG 0161 776 0608 [GDPR@gallaway.co.uk](mailto:GDPR@gallaway.co.uk).

### ***What types of personal information do we collect about you?***

The Company collects, uses and processes a range of personal information about you during the recruitment process. This includes (as applicable):

- your contact details, including your name, address, telephone number and personal e-mail address
- personal information included in a CV, any application form, cover letter or interview notes
- references
- information about your right to work in the UK and copies of proof of right to work documentation
- copies of qualification certificates

- copy of driving licence
- details of your skills, qualifications, experience and work history with previous employers
- information about your current salary level, including benefits and pension entitlements
- your professional memberships

The Company may also collect, use and process the following special categories of your personal information during the recruitment process (as applicable):

- whether or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process
- information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation
- information about criminal convictions and offences.

You are under no statutory or contractual obligation to provide personal information to the Company during the recruitment process.

Your personal information may be stored in different places, including on your application record, in the Company's HR management system and in other IT systems, such as the e-mail system.

### ***Why and how do we use your personal information?***

We need to process data to take steps, at your request, before entering into a contract with you, and we may also need to process your data to enter into a contract with you.

In certain situations, we may need to process data to comply with legal obligations, for example,, checking an applicants eligibility to work in the uk prior to employment. GCL has a legitimate interest in processing personal data during the recruitment process and for keeping records of this process, assess and confirm a candidates suitability for employment, and decide who to offer employment to. We may also need to process data from job applicants to respond to and defend against legal claims.

GCL may also process special categories of data such as data about ethnic origin, sexual orientation, or religion or belief, to monitor recruitment statistics, and we may also collect information about whether or not applicants are disabled, in order to make reasonable adjustments for candidates who have a disability.

If your application is unsuccessful, GCL may keep your personal data on file, in the event of future employment opportunities for which you may be suited. We will ask for your consent before keeping this data, and you are free to withdraw your consent at any time.

### ***Who has access to your personal information?***

Your personal information may be shared internally within the Company for the purposes of the recruitment exercise, including with members of the HR department, members of the recruitment

team, managers in the department which has the vacancy and IT staff if access to your personal information is necessary for the performance of their roles.

The Company will not share your personal information with third parties during the recruitment process unless your job application is successful and we make you an offer of employment or engagement. At that stage, we may also share your personal information with third parties (and their designated agents), including external organisations for the purposes of conducting pre-employment reference and employment background checks, and former employers, to obtain references.

We may also need to share your personal information with a regulator or to otherwise comply with the law.

We may share your personal information with third parties where it is necessary to steps at your request to enter into a contract with you, or to enter into a contract with you, where we need to comply with a legal obligation, or where it is necessary for our legitimate interests (or those of a third party).

### ***How does the Company protect your personal information?***

The Company has put internal policies and controls in place to protect the security of your personal information, and ensure that it is not lost, accidentally destroyed, misused, or disclosed and not accessed, except by our employees in the correct performance of their job.

### ***For how long does the Company keep your personal information?***

If your application for employment is unsuccessful, the Company will hold your personal information for six months after the end of the relevant recruitment exercise. After this time, your data is deleted or destroyed, unless you have given consent for us to hold onto your personal data for a further 6 months, to be considered for any other employment opportunities.

If your application for employment or engagement is successful, personal information gathered during the recruitment process will be retained for the duration of your employment and in accordance with the privacy notice for employees.

### ***Your rights in connection with your personal information***

As a data subject, you have a number of statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to and gain a copy of your personal information
- request rectification of your personal information - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
- request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued

processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected

- object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground

If you wish to exercise any of these rights, or have any questions in relation to this privacy notice, please contact Siobhan Robinson at [GDPR@galloway.co.uk](mailto:GDPR@galloway.co.uk)