



## Privacy Notice for Job Applicants

**Our organisation collects a range of information about you during our recruitment process, including:**

- Your name and contact details
- Your qualifications, experience, skills and employment history
- Whether you have the right to work in the UK
- Your current salary and benefits
- Whether you have a disability for which we need to make reasonable adjustments during our recruitment procedure

We will collect this information from your CV and covering letter, certificates, passport or other identity documents and interviews. We will then store the information on our internal IT systems and in paper form in our HR department.

We may share the information internally for recruitment purposes with our directors, HR and IT teams and the hiring manager. We may also obtain information from, and share your information with, former employers to obtain references or vetting providers to carry out background checks and Basic Disclosure Scotland to obtain necessary criminal records check. We will not share your data with any other third parties or transfer it outside the European Economic Area.

### **Why We Handle Your Personal Data**

We need to process various types of information about you to:

- Take the necessary steps before entering into a contract with you
- Comply with our legal obligations, such as checking your right to work in the UK before employment starts
- Fulfil our legitimate business interests, including being able to manage the recruitment process assess your suitability for the role and decide whether to employ you. We also need to retain your data to defend ourselves against any legal claims.

We also need to process some special categories of data. These include information necessary for equal opportunities monitoring and information about any disabilities so we can make any reasonable adjustments to the recruitment process, as well as information about any criminal convictions. This is necessary for us to perform our obligations and exercise specific rights related to employment.

### **Data Retention & Protection**

If your application for employment is unsuccessful, we will keep your data on file for 6 months. If you consent to us keeping your information in case of further job opportunities, we will retain it for 12 months or until you withdraw your consent.

If your application is successful, we will issue you with our employers' privacy notice setting out how long we will keep your personal information. We have strict policies and controls in place to prevent the loss, accidental destruction, misuse or disclosure of your data.

### **Your Rights & Obligations**

Under data protection laws, you have the right to:

- Obtain a copy of your data if you wish.
- Ask us to amend incorrect or out-of-date data.
- Ask us to erase or stop processing your data if it is no longer necessary for us to hold it for its original purpose.
- Object to us processing your data where we are relying on our legitimate interests as the legal basis for processing.
- Complain to the Information Commissioner's Office if you believe that we have breached your data protection rights.

You are not obliged to provide any data to the organisation during the recruitment process. However, if you do not, we will not be able to process your application properly, if at all.

### **Automated Decision Making**

We do not base our recruitment decisions on automated decision-making.

### **Contact Information**

Please contact our HR and Operations Manager or Information Security Officer if you require more information or have an urgent query.

**Call:** 0131 557 4747

**Write:** 101 McDonald Road, Edinburgh EH7 4NW

**Email:** [isc@captial-solutions.co.uk](mailto:isc@captial-solutions.co.uk)