

# Recruitment Privacy notice

## How we use your information

This privacy notice tells you what to expect when G&K Heating Ltd collects personal information.

G&K Heating is the data controller for the information you provide during the recruitment process unless otherwise stated. If you have any queries about the process or how we handle your information, please contact us on the details at the bottom of the notice.

All information you provide during the application process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during our internal recruitment process with any third parties for marketing purposes. The information you provide will be held securely by G&K Heating whether the information is in electronic or physical format.

We will use the contact details you provide to contact you to progress your application. We will use the other information to assess your suitability for the role you have applied for.

We only collect the information we need to fulfil the stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what is being asked for, but it may affect your application if you don't.

Applications may be received by email, by post or through a third-party recruitment agency. Upon receipt we may ask you for your personal details including name and contact details. We may ask you to complete an application form which will ask you about your previous experience, education, referees and for answers to questions relevant to the role being applied for. Management will have access to this information

We may ask you to attend an interview, to participate in trial days and complete occupational personality profile questionnaires – or a combination of these. Information will be generated by us, for example, we might take interview notes. This information will be held by G&K Heating.

If you are unsuccessful following the interview or trial day for the position you applied for, we may retain your details for future recruitment for a period of up to two years.

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks (these details may have already been provided if application form completed).

We are required to confirm the identity of our staff, their right to work in the UK and seek assurance as to their trustworthiness, reliability and integrity.

You will be required to provide;

- Proof of ID – we will need to see original documents and we will take copies.
- Proof of qualifications – we will need to see original documents and we will take copies

- You will be asked to complete a criminal records declaration to declare any unspent convictions - If not completed as part of application form previously.
- We will contact you to complete an application for a Basic Criminal Record check via the Disclosure and Barring Service (DBS), which will verify your declaration.
- We will contact your referees as per the details you provide.
- You will be asked to complete a questionnaire about your health. This is to establish your fitness to work.

If we make a final offer of employment, we will then ask for the following;

- Bank details – to process payroll and expenses
- Emergency contact details – so we know who to contact in case you have an emergency at work.

If you are employed by G&K Heating, certain details about you will be provided to a number of third-party providers, including our payroll and pensions providers. All employees will be given an appropriate privacy notice to explain this in detail.

If you are successful, the information you provide during the recruitment/application process will be held by us as part of your employee file for the length of your employment plus 7 years following the end of your employment. This includes your criminal records declaration, fitness to work, references and any security checks.

If you are unsuccessful at any stage, your CV will be retained for up to 2 years and any other information you have provided until that point will be retained for 6 months from the closure of the job advertisement. If you would prefer us to delete your CV, please let us know by contacting our Data Protection Officer on the details at the bottom of this notice.

Information generated through the interview/trial process, for example interview notes is retained by us for 6 months following the closure of the job advertisement.

When we have no ongoing legitimate business need to process your personal information, we will delete or anonymise it. If this is not possible (for example your personal information has been stored in backup archives) then we will securely store your personal information and isolate it from any further processing until deletion is possible.

G&K Heating tries to meet the highest standards when collecting and using personal information. We take any complaints we receive about this seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We also welcome any suggestions for improving our procedures.

This notice was drafted with clarity in mind, it does not provide exhaustive details of all aspects of G&K Heating's collection and use of personal information. We are happy to provide any additional information or explanation needed. Any requests for this should be sent to the details and the bottom of this notice.

If you wish to make a complaint about the way we have processed your information, you can contact the Information Commissioner's Office in their capacity as the statutory body which oversees data protection law – [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

We keep our recruitment policy under regular review. This notice was last updated on 12<sup>th</sup> February 2020.

### **How to contact us**

If you would like to request information about our privacy policy, you can email us at [info@gandkheating.co.uk](mailto:info@gandkheating.co.uk) or write to:

Shelly Lindley- Data Protection Officer  
G&K Heating Ltd  
Office E15  
Knoll Business Centre  
325-327 Old Shoreham Road  
Hove, East Sussex  
BN3 7GS