



The CDA Group Limited – Job Applicant Privacy Notice

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Data Controller

For the purposes of data legislation, we are the data controller of the personal information you provide to us:

The CDA Group Limited
Harby Road
Langar
Nottinghamshire
NG13 9HY

The CDA Group Limited is referred to in this document as 'CDA', 'us', 'we' and 'the organisation'.

Data Protection Officer

If you have any questions related to data privacy, please contact our Data Protection Officer by email: data.privacy@cda.eu.

Introduction

As part of any recruitment process, CDA collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does CDA collect?

CDA collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- your photograph;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- CCTV footage recorded by cameras situated around our sites;
- telephone calls may be recorded; and
- information about your entitlement to work in the UK.



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CDA may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, CCTV and our visitor management system.

CDA may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. Generally, the organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so. In certain circumstances, we may require further information from third parties before a job offer is made; in this situation you will be informed before such a request is made.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does CDA process personal data?

CDA needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data in order to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

CDA has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. CDA may also need to process data from job applicants to respond to and defend against legal claims.

CDA may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, CDA may be obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If an applicant is successful, their photograph may be posted internally as part of the onboarding and acquaintance process.



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Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

CDA will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

CDA will not transfer your data outside the European Economic Area.

How does CDA protect data?

CDA takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Details of CDA's controls and policies are available on request.

For how long does CDA keep data?

If your application for employment is unsuccessful, CDA will normally hold your data on file for six months after the end of the relevant recruitment process.

However, we may keep your personal data on file for an extended period in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose. We may keep your data for this purpose for up to two years but you are free to withdraw your consent at any time by contacting the Data Protection Officer via email: data.privacy@cda.eu.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

CCTV footage and visitor information is retained for 30 days and then permanently deleted.



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Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require CDA to change incorrect or incomplete data;
- require CDA to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where CDA is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact our Data Protection Officer via email data.privacy@cda.eu.

If you believe that CDA has not complied with your data protection rights, you can complain to the Information Commissioner ico.org.uk.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to CDA during the recruitment process. However, if you do not provide the information, CDA may not be able to process your application properly or at all.

Automated decision-making

Our recruitment processes are not based on automated decision-making.