

Recruitment Privacy Policy

PANAD 
SITE SERVICES
PROTECTING ASSETS NIGHT AND DAY

As part of any recruitment process, Panad Site Services collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use the data and to meeting our data protection obligations. The information we hold and process will be used for our recruitment and administrative use only.

What Information Do We Collect?

Panad Site Services Limited 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, relevant licences, experience and employment history,
- information about your current level of remuneration, including benefit entitlements,
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process,
- information about your entitlement to work in the United Kingdom.

Panad Site Services may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your identity documents, or collected through interviews.

We may also collect personal data about you from third parties, such as recruitment agencies and references supplied by former employers.

We are firmly committed to data security. The personal information you provide to us is encrypted before it is stored on secure servers. We take steps to guard against unauthorised access to your personal information and to ensure it is treated in accordance with this Policy. Unfortunately, although we make every effort to create a secure environment for your personal information we cannot guarantee the safety of any personal information which you transmit to us online.

Why Does Panad Site Services Process Personal Data?

We need to process data to take steps at your request prior to commencing employment with us.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check an applicant's eligibility to work in the United Kingdom.

Panad Site Services 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 us to manage the recruitment process, assess and confirm an applicant's suitability for employment and decide who to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Panad Site Services may process special categories of data to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

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. This file is held on paper and electronically. You will be issued with another Privacy Policy entitled "Employee Privacy Policy".

If your application is unsuccessful, Panad Site Services may keep your personal data on file 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 a maximum of six months for this purpose and you are free to withdraw your consent at any time.

Who Has Access to the Data?

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

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks, and where necessary, the clients of Panad Site Services.

Third Party Recruitment Agencies

Panad Site Services currently uses the following recruitment agencies for recruitment. Please refer to their Privacy Policies as detailed below;

Indeed	https://www.indeed.co.uk/legal
Universal Jobmatch	https://jobsearch.direct.gov.uk/Privacy/Default.aspx

In addition to the above, Panad Site Services also advertises job vacancies through our Social Media accounts, namely Twitter (@PanadSS) and Facebook (PanadSiteServices).

These vacancies link to either one of the above third party recruitment agencies, or the Panad Site Services website application form, <https://www.panadgroup.org/careers>. Our 'Cookies and Privacy Policy' can be located on our website at <https://www.panadgroup.org/cookiesandprivacy>.

What If You Do Not Provide Personal Data?

You are under no statutory or contractual obligation to provide data to Panad Site Services during the recruitment process.

However, if you do not provide the information, we may not be able to process your application.

Your Rights

Under the General Data Protection Regulation (GDPR) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data, you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

Your data will not be used for marketing purposes unless we have your consent.

You have the right to lodge a complaint to the Information Commissioner's Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.

Details of Controller and Data Protection Officer

Panad Site Services Limited is the controller and processor of data for the purposes of GDPR.

Panad Site Services Limited is registered for data protection by the Information Commissioner's Office (ICO) under registration number Z2823919.

Panad Site Services Limited is registered as a private company limited by shares in England and Wales under registration number 07121939, and our registered office is at 7-9 Macon Court, Crewe, Cheshire, CW1 6EA.

If you have any concerns as to how your data is processed you can email datacompliance@panadgroup.org or write to Data Protection Compliance Officer, Panad Site Services Limited, 18 Macon Court, Crewe, Cheshire, CW1 6EA.

Signed:  Julie Goodier, Director

Date: May 2018

PSS/Policy/Recruitment Privacy/01