

Privacy Notice

Recruitment



This document sets out what information Independent Control Systems Limited (iconsys) collects from prospective employees, how it uses the information, how it protects the information and your rights.

iconsys is committed to ensuring your privacy is protected in accordance with Data Protection Standards.

iconsys is using the following definition for Personal Data:

Personal data	Information relating to identifiable individuals, such as job applicants, current and former employees, agency, contract and other staff, clients, suppliers and marketing contacts. Personal data we gather may include: individuals' contact details, educational background, financial and pay details, details of certificates and diplomas, education and skills, marital status, nationality, job title, and CV.
Sensitive personal data	Personal data about an individual's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership (or non-membership), physical or mental health or condition, criminal offences, or related proceedings - any use of sensitive personal data will only ever be carried out with the express permission of the individual.

iconsys may change this policy from time to time by updating this page. This policy is effective from 8th May 2018 but we ask you to check this page from time to time. Any updates or changes to the use of your personal data will be advised to you, prior to that change of use.

What this Privacy Notices relates to

This Privacy Notice relates to our Recruitment and HR Processes.

Who We Are?

Independent Control Systems Limited, Technology Hub, Stafford Park 16, Telford TF3 3BS

Contact Us

You can contact us by

Email : dataprotection@iconsys.co.uk

Phone : 01952 607300

Post: Independent Control Systems Limited, Technology Hub, Stafford Park 16, Telford TF3 3BS

Our General Privacy Policy

This Privacy Policy relates to the specific activity identified above, however a link to our general Privacy Policy is available here <https://www.iconsys.co.uk/uploads/2020/06/Your-Rights-privacy-notice-updated-10th-May-2018.pdf>

Your Rights

<https://www.iconsys.co.uk/uploads/2020/06/Your-Rights-privacy-notice-updated-10th-May-2018.pdf>

What Personal Data are we collecting?

To ensure that we can process your application to work with us, we will be processing the following information:

- Your Full Name, address and contact details
- Identification and legal status to work in the UK
- References and certifications that you have provided us with
- Any specific health issues that you may be required to disclose depending on the nature of the role you are applying for
- Any other information that you provide in your CV or written application – that we have no control over.

Are we likely to need any Sensitive Personal Data?

Yes. In some cases, you will be required to provide evidence that, depending on any medical condition you disclose to us, you are able to undertake the role we may offer you.

In some cases, we will also ask about communicable diseases to ensure that we can protect staff and our customers, again depending on the nature of the role. We will only ask for this information if it is necessary and you will be made aware of this in the role profile.

Why we need this information?

We need this information to enable us to assess you against the criteria we set of each role, in order that we can shortlist candidates for final interview.

What is the legal basis of processing?

We will only ask for information relevant to the role we are recruiting for and subsequent processing such as medical's, reference checks, qualification/certification checks will only be carried out where it is appropriate or where we are legally obliged to as part of our industry compliance requirements, unless such activity is part of the general application processing. You will be informed of any processing or sharing of data before it is shared.

The legal basis of processing your Personal Information is CONSENT, which you have the right to withdraw at any time, through withdrawing consent. <https://www.iconsys.co.uk/uploads/2020/06/Your-Rights-privacy-notice-updated-10th-May-2018.pdf>. However, withdrawing consent from processing your personal information may result in us being unable to consider your application any further.

How do I withdraw consent or change my preferences?

You can withdraw your consent at any time by contacting us to let us know what you would like to change.

Be aware that withdrawing your consent, may mean that your application cannot be processed any further. If we have already shared your data with a third-party, we will make them aware that you have withdrawn your consent.

What decisions are going to be made using my Personal Data?

Each role within the organisation is clearly defined by way of skill, experience, qualification requirements etc.

Additionally, some roles also have specific requirements in relation to fitness and health status depending on the nature of the role. Roles involving the care or monitoring of vulnerable adults or children will also require criminal records checks, which we are required to do under law as part of our duty of care towards them.

Is there any Automated Decision-making being applied to my Personal Data?

There is no automated decision-making being made using your Personal Data.

Will my information be shared with any third-parties?

We may share your data with the following third-parties:

1. Immigration Services to ensure that you have the right to work in the UK and / or correct visa requirements – this is based on our requirement to comply with the law surrounding recruitment.
2. Police and Criminal Records Bureau e.g. Disclosure and Barring Service check.
3. Certification bodies (Exam Boards, University, College) – as listed in your qualifications, we may be required to undertake this in compliance with our legal obligations and in any-case in relation to our legitimate interests.
4. References – as provided by you based on our legitimate interest.
5. Medical Examiner – where may require you to undertake a medical, hearing test, etc. or where your condition may require us to obtain independent medical advice relative to the role you have applied for. This may be both based on our legitimate interest but also, depending on the role, to protect you and/or other members of staff or our

clients.

- Auditors – we are required as part of our end of year processes and ongoing industry certifications to provide evidence of staff training and certifications. Auditors may ask for a random sample of employee data to undertake this assessment. We ensure that our audit partners apply the necessary protection to your personal data, by complying their or the equivalent of our security policy.

You will be informed if your data is going to be shared with any third-party before we undertake that activity.

Third-party introductions / Job Sites

Where you have submitted your application through a third-party e.g. Recruitment Agency, Job Search Site etc. you will have provided your Personal Data to those services and you need to ensure you are satisfied with the measures they are taking with your data, as we cannot be held responsible.

In the event we obtain your personal data via one of these sources, we will notify you of this in the initial correspondence with you, to ensure you know from where we obtained your data and confirm your true interest in a role with us. However, you must be aware that those sources may still have your data irrespective of any processing we undertake or the success of your application with us.

What safeguards are in place to protect my Personal Data?

iconsys operates a Security by Design and By Default methodology that means we are continually checking the security, both new and current. This enables us to adhere to the Privacy by Default and By Design principles.

We will not change the use of your Personal Data in respect of this policy or share your data with a third party (other than those outlined above), without obtaining your explicit consent.

Retention Period

Please see our Retention Policy for details of our retention periods, but in relation to job applications, unless you object we will store your data for the following period:

- If you are not shortlisted for interview, your information will be destroyed within 30 days.
- If you are shortlisted for interview, your information will be retained for 6-months
- If you are successfully appointed, your information will remain as part of your HR file for as long as you are employed by the company, as part of your contract of employment. Subsequent retention will be detailed in the Privacy Policy

If you do not wish us to retain your data, in the case of items 1 & 2 above, then you have the right to be forgotten (see your rights here) and we will at your request destroy your data.

If your data is required for statistical analysis, then your Personal Data will be anonymised to ensure that it is no longer personally identifiable.

Security

iconsys operates against a Privacy by Design and By Default policy. This means that before we use your data we have already considered the potential impact on you were your data to be lost, stolen, shared or compromised.

We undertake routine reviews of our processes and security policies to ensure that we can take all reasonable precautions in protecting your data.

Where at all possible we encrypt all information that is either stored or transmitted to third-parties. Where data is stored or transmitted to a Third Country (any country outside of the European Economic Area (EEA)) we will ensure appropriate adequacy protection is in place in accordance with Data Protection Legislation.

Consequently, we may also need to sometimes undertake further security and screening questions when undertaking our routine dealings with you these are there to protect your personal data and security.

Whilst we undertake all reasonable precautions, encryption, software updates and patches, we cannot guarantee the safety of data transmitted over the internet.