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## **CANDIDATE PRIVACY NOTICE**

As part of the recruitment process, British Engineering Services (the company) collects and processes personal data relating to job applicants and prospective job applicants. We are committed to being transparent about how we collect and use this data and to meeting our data protection obligations.

The data controller is: British Engineering Services, 5 New York Street, Manchester, M1 4JB, [data.protection@briteng.co.uk](mailto:data.protection@briteng.co.uk), 0345 678 2985.

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### **What information does the company collect?**

The company, wherever possible, tries to limit the information it collects about you and only collects information as and when it is required. This means that we avoid asking you for unnecessary and/or irrelevant information during the recruitment process. The information we collect about you includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history (usually from your CV, cover letter and/or LinkedIn profile);
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the company needs to make reasonable adjustments during the recruitment process;
- details related to your driving licence (only for roles where it is essential that the jobholder is able to drive);
- information about your nationality and entitlement to work in the country of employment (for example, a copy of your passport);
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief (only if you consent to providing this information, with the exception of roles based in Northern Ireland);
- details about the source of your application (e.g. which job board you were directed from);
- notes from any assessment process such as telephone, video or face to face interviews. This would also include the recording of your video interview, if you took part in one.

### **How does the company collect this information?**

The company 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 telephone, video or face-to-face interviews or other forms of assessment, including online tests. If you chose to apply for a role or create your candidate account using your LinkedIn profile we will also collect information via LinkedIn.

Information is usually collected through the company's recruitment management system however we may also collect this information in other ways, for example, if you are referred or recommended to us by someone else or if you provide us with your CV at an event such as a job fair.



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If your application is made through a third party, such as a recruitment agency, the third party will submit your personal information to us on your behalf.

If you receive and accept a job offer from the company we will collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, information relating to your fitness to work and information from criminal records checks. The company 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.

Data will be stored in a range of different places, including in the recruitment management system, in HR management systems and on other IT systems (including email).

#### **Why does the company process personal data?**

The company 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 to enter into a contract with you.

In some cases, the company 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 (or Republic of Ireland) before employment starts.

The company 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 company to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The company may also need to process data from job applicants to respond to and defend against legal claims. The company also uses personal data to assess the effectiveness of the recruitment process, for example the return on investment from advertising.

The company 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.

Where the company processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the company is obliged to seek information about criminal convictions and offences. Where the company seeks this information, it does so



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because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the company may keep your personal data on file in case there are future employment opportunities for which you may be suited. The company will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

We may also process your personal data in order to fulfil your request to receive job alert emails from us.

### **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, members of staff who are involved in the recruitment and selection process for that vacancy and managers in the business area with a vacancy.

If your application is successful, and you accept an offer of employment with us, your data will be shared more widely so that we can prepare for the start of your employment. For example:

- For roles where it is essential you hold a valid driving licence, we will share your name, address, telephone number and driving licence information with the Fleet Manager
- For a role as an Engineer Surveyor, we will share your name, CV and copies of your qualifications and interview notes with our Risk, Technical and Training teams. This is so that a training plan can be prepared and we can comply with our regulatory obligations.

The company will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

We will then share appropriate data with our employment background check provider who 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 or Disclosure Scotland to obtain necessary criminal records checks. As stated above, the company 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.



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We will also share your personal data (name and email address) with Health Management Limited who provide pre-employment health questionnaires on behalf of the company.

### **How does the company protect data?**

The company's recruitment management system, eArcu, has been designed to protect all personal data and is subject to a full Information Security Management System which is ISO27001 certified.

Regarding data held outside of eArcu, the company 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.

Your data will usually be processed in our offices in the UK. However, to allow us to operate efficient digital processes, we sometimes need to store information in servers located outside the UK. If this is the case, it will be stored within the European Economic Area (EEA) or with US companies who are compliant with the EU-US Privacy Shield. We take the security of your data seriously and so all our systems have appropriate security in place that complies with all applicable legislative and regulatory requirements, and to ensure that access to your information is only provided to those people who have a legitimate reason to access it.

Where the company engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and company measures to ensure the security of data.

### **For how long does the company keep data?**

If your application for employment is unsuccessful, the company will hold your data on file for 12 months after the end of the relevant recruitment process.

When you apply for a role with the company you are asked if you consent to us contacting you about future vacancies. If you do give your consent we will retain your information in our talent pool; you can withdraw your consent at anytime. At the end of that period or once you withdraw your consent, your data is deleted or destroyed. You can update your data at any point during this period.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your employee file, the company's HR information system and other internal systems as required, and retained during your



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employment, and for six years after your employment ends. Further information will be provided to you in the form of an “Employee Privacy Notice”.

### **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 the company to change incorrect or incomplete data;
- require the company 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 the company is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact [data.privacy@briteng.co.uk](mailto:data.privacy@briteng.co.uk).

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner (UK) or the Data Protection Commissioner (Republic of Ireland).

### **What if you do not provide personal data?**

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

If you receive an offer of employment you are obliged to provide the company with personal data so that it can enter into a contract of employment with you, and so that it can fulfil its legal obligations, for example by confirming your right to work in the country of employment.

### **Automated decision-making**

Recruitment processes are not based solely on automated decision-making.