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## **Privacy notice to job applicants**

Wickenstones collects personal data from individuals who may be interested in working for us (applicant data). This notice gives information about how your data are processed. You can find further information on Wickenstones' data protection policy, [here](#).

The team responsible for these data, and for ensuring that all processes in this privacy notice are followed, is the business support team, who can be contacted at [admin@wickenstones.com](mailto:admin@wickenstones.com).

The lawful basis we rely on for processing personal data relating to job applicants is legitimate interests. Wickenstones collects, stores and processes applicant data in order to search for, assess and evaluate potential new staff members, and to monitor our recruitment process. We have considered that such processing is likely to be reasonably expected by a person who is either actively seeking work with us, or who has placed their data in the public domain. The data we process are low risk and there is very little risk of detriment to the data subject.

### **The data we collect and how we collect them**

We initially collect applicant data from the following sources:

- Emails from recruitment agencies
- Responses to job adverts sent via advertising platforms
- Emails from the applicants themselves
- Emails from existing staff, referring people they know
- Searches on public domain sources such as LinkedIn and Indeed

We may then collect further data from email correspondence with an applicant or their recruitment agent, or we may take notes from phone calls or interviews.

We intentionally collect the following data on applicants:

- Name
- Contact details (email address and phone number)
- Location (city, country)
- Work and education history
- Right to work status
- Current and expected salary

Sometimes we are given applicant data that we do not want or need. These can include:

- Address
- Date of birth
- Gender
- Photo
- Nationality
- Ethnicity
- Marital status

When we are given the above pieces of data, if possible, we will immediately (within two working days of receipt) delete them. If it is not possible to delete them, for example because they form part of a PDF CV, we will store and process them under the same conditions that we store and process other applicant data. However, we will not use these data to inform any hiring decisions.

### **Why we collect/store data**

Wickenstones collects, stores and processes applicant data in order to search for, assess and evaluate potential new staff members, and to monitor our recruitment process.

### **Data storage**

Wickenstones stores applicant data on a database saved on Microsoft OneDrive, we store CVs containing data in a directory on Microsoft SharePoint, and we store CVs and some key data on Trello.

How long we keep the data depends on the outcome of the application:

Unsuccessful applicants (including those we decline to interview or employ, or those who withdraw their application) may still be suitable for future vacancies at Wickenstones, and therefore we keep their CVs for up to six months after the date of their application.

When applicants apply for jobs, it is useful to know if they have applied to us before, and therefore we keep names and email addresses on our database for up to two years after the date of their application.

Successful applicants' data are usually kept longer. Staff can view information on this on our privacy notice to staff.

### **Data processing**

Once applicant data are collected and stored, they are processed as follows:

Registered office: Wickenstones, 24 & 26, 127 Olympic Avenue, Milton Park, Abingdon, Oxfordshire, England, OX14 4SA

Incorporated under the 2006 Companies Act in England and Wales. Company Number: 8576674

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- Data are accessed by the business support team for initial screening
  - If screening is passed, the business support team securely shares the data with members of the senior team who conduct a second screening
  - If second screening is passed, contact details are used to contact the applicant to arrange and conduct a telephone interview
  - If the telephone interview is passed, contact details may be used to contact the applicant to ask for additional information, to send them a task to complete, and/or to invite them for a face to face interview
  - If the face to face interview is passed, data will be used to decide upon offer conditions such as normal place of work and salary, and to send a job offer to the applicant
  - If at any stage the application is unsuccessful, the applicant's contact details may be used to contact them and let them know that they have been unsuccessful
  - After an unsuccessful application, the applicant's data may be used to assess their suitability for, and contact them about, other opportunities at Wickenstones.

### **Third parties**

- Microsoft is a data processor for our applicant data because they provide storage and the functionality to sort, filter and share data internally. Microsoft adheres to the GDPR and you can read about their data security measures [here](#).
- Trello is a data processor for our applicant data because they provide storage and functionality to sort and share data internally. Trello stores data in the US, and adheres to the EU-U.S. Privacy Shield Principles. You can learn about how they protect your data [here](#).
- CTS is a data processor for our applicant data because they are our Internet Service Provider. CTS adheres to the GDPR and their privacy policy can be accessed by emailing [support@cts-group.co.uk](mailto:support@cts-group.co.uk).
- Riverbank Ltd is a data processor for our applicant data because they are our IT support provider. Riverbank adheres to the GDPR and their data protection policy can be found [here](#).

### **Your rights under the GDPR**

You can read about your rights to erasure and access [here](#) and [here](#). If you wish to make a request under your right to access or right to erasure, please email [GDPR@wickenstones.co.uk](mailto:GDPR@wickenstones.co.uk). Please note that we need your data to consider you for a job, so if you ask us to delete it, or object to us processing it, this will necessarily halt any consideration of you for employment at Wickenstones.