

BREBNERS
Privacy Notice
FOR JOB APPLICANTS

Introduction

As part of any recruitment process, Brebners collects, stores and processes personal data relating to job applicants. Brebners is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations in accordance with the General Data Protection Regulation (“GDPR”) and any other data protection legislation in the UK.

What information does Brebners collect?

Brebners 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;
- whether or not you have a disability for which Brebners needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

Brebners collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including any tests/assessments.

Brebners will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks, should this be relevant to your role. Brebners will only seek information from third parties 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 HR files and management systems and within email and IT systems.

Why does Brebners process personal data?

Brebners needs to process data to consider your application for a role with Brebners and to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you if your application is successful.

In some cases, Brebners 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 entitlement to work in the UK before employment starts.

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

Brebners processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where Brebners 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, Brebners is obliged to seek information about criminal convictions and offences. Where Brebners 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 your application is unsuccessful, Brebners will keep your personal data on file for 6 months as evidence of your application.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes interviewers involved in the recruitment process, managers in the business area with a vacancy and any third party HR consultants who we engage to assist with the recruitment process.

Brebners will share your data with former employers to obtain references for you and employment background check providers (should these be necessary for your role).

We may also share your personal data with third-party IT service providers and providers of back up services (including contractors and designated agents).

How secure is my information with third-party service providers?

All our third-party service providers are required to take commercially reasonable and appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

What about other third parties?

We may share your personal information with other third parties in specific instances, for example in the context of the possible sale or restructuring of the business. In these situations we will, so far as possible, share anonymised data with the other parties before the transaction completes. Once the transaction is completed, we will share your personal data with the other parties if and to the extent required under the terms of the transaction.

We may also need to share your personal information with a regulator or to otherwise comply with the law, for example ICAEW.

Transferring information outside the EEA

Brebners will not store, transfer or process your data outside the European Economic Area (“EEA”) unless via a third party service provider who may store, transfer or process data outside the EEA in carrying out their services.

However, where this relates to a relevant country or territory that has not been deemed by the European Commission to have an adequate level of personal data protection this will be subject to appropriate measures to ensure that an adequate level of protection in accordance with the GDPR is provided.

How does Brebners protect data?

Brebners takes the security of your data seriously. Brebners has internal policies and controls in place in respect of security, which are regularly reviewed to ensure that they are commercially reasonable and appropriate, to prevent data from being accidentally lost or destroyed, used or accessed in an unauthorised way, altered or disclosed. Our policies and controls are designed to limit access to those employees, agents, contractors and other third parties who have a business need to know.

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

All employees, agents, contractors and other third parties are subject to a duty of confidentiality.

For how long does Brebners keep data?

We will only retain your personal data for as long as it is necessary to fulfil the purposes for which it is collected and as required by applicable law or regulation.

If your application for employment is unsuccessful, Brebners will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period your data will be deleted or destroyed.

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 then be held as an employee will be provided to you in a separate employee privacy notice.

Your rights

Under certain circumstances individuals have certain rights over their personal data. These include:

- requesting access to and thereby receiving details of personal data held;
- requesting correction of personal data, where appropriate;
- requesting erasure of personal data, where appropriate;
- objecting to the processing of your personal data where Brebners is relying on its legitimate interests as the legal ground for processing; and

- requesting the restriction of processing of your personal data for a period if data is inaccurate or there is a dispute about whether or not your interests override Brebners' legitimate grounds for processing;
- Requesting the transfer of your personal data where processing is based on consent, is carried out by automated means and is technically feasible.

If you believe that Brebners has not complied with your data protection rights please contact us accordingly. We will look into any complaint carefully and promptly and do all we can to explain the position to you.

You also have the right to complain to the Information Commissioner's office (<https://ico.org.uk/>).

What if you do not provide personal data?

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

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Data Controller and contact information

The data controller for Brebners is Brebners.

The Data Protection Point of Contact is John Chamberlain

Further information in respect of Brebners including contact details may be found at www.Brebners.com.

If you have any questions regarding this privacy statement or the manner in which we process your personal data or would like to exercise any of your rights please contact us at:

Head of Data Privacy
Brebners
130 Shaftesbury Avenue
London
W1D 5AR
E-mail: gdpr@brebners.com
Telephone: 020 7734 2244

Changes to this Privacy Notice

Any changes we may make to this Privacy Notice will be provided on our website www.brebners.com.

This Privacy Notice was last updated on 21st May 2018.