

Job Applicant Privacy Notice (compliant with GDPR)

Introduction

- As part of any recruitment process, Digital Duco Ltd collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.
- This is a notice to inform you of our policy about all information that we record about you. It sets out the conditions under which we may process any information that we collect from you, or that you provide to us. It covers information that could identify you (“personal information”) and information that could not. In the context of the law and this notice, “process” means collect, store, transfer, use or otherwise act on information.
- We regret that if there are one or more points below with which you are not happy, your only recourse is to leave our website immediately.
- We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our website are entitled to know that their personal data will not be used for any purpose unintended by them and will not accidentally fall into the hands of a third party.
- We undertake to preserve the confidentiality of all information you provide to us, and hope that you reciprocate.
- Our policy complies with UK law accordingly implemented, including that required by the EU General Data Protection Regulation (GDPR).
- The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now, by requesting that you read the information provided at [knowyourprivacyrights.org](https://www.knowyourprivacyrights.org)
- Except as set out below, we do not harvest, share, sell, or disclose to a third party, any information collected through our website.

What information do we collect?

Digital Duco Ltd 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 the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the respective country

Digital Duco Ltd may collect this information in a variety of ways. For example, data might be contained in application forms, CVs/resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers that you give us permission to contact. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in our CRM and on other IT systems (including email/Excel). Please refer to our CRM partner named Zoho Recruit GDPR statement page which we as a company have reviewed and approved; <https://www.zoho.com/gdpr.html>

Who has access to data?

Data is only shared with members of our recruitment & admin team as well as with the third-party hiring managers within the specific recruitment process presented to you and that of which you have applied/agreed for us to represent you.

Where required we would always ask for permission for your information to be shared with Companies (clients) who have a vacancy which matches your profile. We will then share your data with your former employers to obtain references for you, employment background check providers to obtain necessary background checks.

Client experiences (testimonials) can be shared with the public anonymously with full consent from the client themselves. These testimonials are found on LinkedIn and requested using the LinkedIn platform



Why does Digital Duco Ltd process personal data?

Data is collected to record, guide and supervise your recruitment process that you agree for us to represent you within and to be able to communicate effectively with the you for the successful hire. In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the respective country before employment starts.

Digital Duco Ltd 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 a candidate's suitability for employment within the relevant client vacancies we have permission to work on

We may also need to process data from job applicants to respond to and defend against legal claims.

We may also collect information about whether applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Digital Duco Ltd 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 it keeps your data for this purpose and you are free to withdraw your consent at any time.

Your information may be shared internally for the purposes of the recruitment exercise. We also will share your information to our clients with your prior permission who include HR Management & additional interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

How does Digital Duco Ltd protect data?

We take the security of your data seriously. We have 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.

For how long does Digital Duco Ltd keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file indefinitely after the end of the relevant recruitment process. When sending us your CV you agree to allow us to keep your personal data on file, we will hold your data on file for consideration for future employment opportunities. If you withdraw your consent, your data will be deleted or destroyed. You will be asked when you submit your CV whether you give us consent to hold your details on our CRM in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will remain in our possession on our CRM and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

What will be the effect of this on the individuals concerned?

There should be no data leakage with regards to clients.

No data is shared with 3rd parties without consented permission.

No data is sold to third parties for any reason.

No data is held on phones unless encrypted with a pin number / finger print recognition/ Facial recognition. No phones are left unattended. Lost / stolen phones need to be locked remotely to prevent 3rd parties reading any sensitive information.

All computers / laptops and tablets are locked with passcodes and not left unattended. Only individuals with permission to read notes can access this data.

Is the intended use likely to cause individuals to object or complain?

Digital Duco Ltd take data protection and privacy seriously and promote this philosophy to all the industry in relation to protecting client data.

The data mapping in place should never cause a client to object or complain. Any queries and requirements are taken seriously and honored.

What if you do not provide personal data?

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



Your rights

As a data subject, you have several rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation 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 Digital Duco Ltd is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Jermaine George at Jermaine.George@DigitalDuco.com

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.