



**WILSON JAMES LTD**

**JOB APPLICANT PRIVACY NOTICE**

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V1.6

## JOB APPLICANT PRIVACY NOTICE

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|--------------|---|---------------------------|--------|
| <b>Title</b> | Job Applicant Privacy Notice  | <b>Date Issued</b>        | Sep-20 |
| <b>Owner</b> | The Data Protection Officer   | <b>Date Last Reviewed</b> | Jan-26 |
| <b>Scope</b> | This privacy notice applies to prospective employees of Wilson James and should be made available at the point of data capture. |                           |        |

### About Us

Wilson James Ltd (or 'Us') is registered in England, with the trading address: Chalkwell Lawns, 648-656 London Rd, Westcliff on Sea, Essex, SSO 9HR. For the purposes of the Data Protection Act 2018 (DPA 2018), Wilson James Ltd (WJ) is a data controller with respect to the personal data that you provide to us.

WJ is committed to respecting and protecting your privacy. Questions and comments about this privacy notice are welcomed. These, and any enquiries about the processing of your personal data should be directed to [dataprotection@wilsonjames.co.uk](mailto:dataprotection@wilsonjames.co.uk) in the first instance.

### What is Personal Data?

The DPA 2018 applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified by reference to data items such as: name, contact details, unique identification numbers, location data or online identifiers.

### Special Categories of Personal Data

DPA 2018 refers to sensitive data as 'special categories' of personal data. Special categories are; racial and ethnicity information, political or religious beliefs, trade-union membership, genetic and biometric data, health information and anything concerning an individual's sex life.

### How WJ uses your information

To consider you for employment, WJ needs to collect personal data about you. It is in the legitimate interests of WJ to ensure that prospective employees meet the required standard, to offer employment. Failure to provide the required information in a timely manner may result in Wilson James being unable to provide you with employment.

WJ will process – that means collect, store and use – the information you provide in a manner that is compatible with the DPA 2018. Wilson James will endeavor to keep your information accurate and up to date and not keep it for longer than is necessary. For successful applicants, the information we collect will become part of your long-term employee file. For unsuccessful applicants, we will delete your information shortly after the closure of that recruitment campaign unless you agree that we can keep your CV on file for future vacancies. These retention rules are contained within the WJ Data Retention Policy & Schedule.

The aim is not to be intrusive, and WJ will not ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure. These measures are described in the WJ Information Security Policy and the Data Protection Policy.

**What information may WJ collect from you:**

Under the lawful basis of legal obligation, WJ may collect the following information:

- Medical information or information on any ongoing condition
- Proof of identification and proof of address
- Proof of the right to work in UK

**A description of these legal obligations:**

- To fulfil our duty of care in considering any “reasonable adjustments” that are required in the workplace
- To be able to vet you in accordance with the relevant regulating body
- To enable verification of your right to work in the UK in accordance with Home Office regulations

Health related information is a ‘special category’ of data and as such there is a second lawful basis for the processing of this data: processing is necessary for the purposes of occupational medicine, for the assessment of the working capacity of the employee.

**Under the lawful basis of legitimate interests, Wilson James may collect the following information:**

- Personal information such as name, address and contact details
- Next of kin
- Emergency contact
- Professional and personal references
- Previous employment history details
- Email correspondence between staff members and yourself as a job applicant

**A description of these legitimate interests:**

- To enable an up-to-date record of your details as required, for communication purposes and to maintain a duty of care to you
- To know who to contact in the event of a medical emergency during the recruitment process
- To be able to assess your suitability for specific job vacancies available within the business
- To maintain a record of business communications

**Under the lawful basis of consent:**

In addition to the above, Wilson James also collects data on equality and diversity, including ethnicity, religion and sexual orientation - it is entirely optional whether you provide this information. On this document there is an option of ‘Prefer not to say’ provided as an opt out. When this information is gathered, it may also be compiled into anonymised statistics to provide insight and promote the rich diversity of Wilson James workforce.

Disability – In order to support those that require reasonable adjustments in the interview stage, and workplace, WJ may need to collect details regarding any disability.

CCTV – In the event that you attend one of the WJ offices you may be captured on CCTV provided for the safety and security of the offices, staff, and visitors.

This CCTV is operated in line with the DPA 2018 and has an auto delete of one month implemented unless there is an incident of some kind. The footage may be kept for longer to service investigations.

### **Disclosure of your personal data**

WJ may pass your personal data on to our service providers, for example recruitment agencies or vetting agencies who are contracted to WJ. These service providers are obliged to keep your details secure and use them only for the specific services that they provide, on our behalf. Once this service need has been satisfied, they will dispose of the details in line with Wilson James' retention procedures and DPA 2018.

Depending on your role, WJ may also contact licensing organisations or aviation screening authorities or pass certain information to suppliers such as uniform, vehicle or equipment providers.

### **Your rights**

You have the right to access information held about you. You have a right to request a copy of the personal data you have provided, to be sent to you or other parties in machine readable format. Where there are any changes to the purposes for which your data is processed, or any changes to the way in which your personal data is disclosed, you have a right to be informed of these changes. Wilson James will do this by contacting you with the relevant information in a timely and transparent manner.

You have the right to ask for your personal data to be rectified where there is an inaccuracy and you have the right to ask for your personal data to be erased, where there is no overriding legal basis for it to be retained. You have the right to ask for your data not to be processed for marketing purposes and where any processing of personal data is carried out based on your consent, you have the right to withdraw that consent as easily as it was given.

You have the right to object to decisions WJ has taken about the processing of your personal data and where you believe WJ has contravened the DPA 2018 Regulations, you have the right to lodge a complaint with the WJ Data Protection Officer (DPO) and or Information Commissioner's Office (ICO).

You have the right to request that processing of your personal data is restricted, where there is an objection or request for rectification pending, or where you require data that would otherwise be deleted to be retained, for example for the defence of legal claims.

You also have the right to request meaningful information about the logic involved in any automated decision-making or profiling processes. Wilson James does use automated profiling to help with candidate selection. Automated services from third parties may also be used as part of the employee screening process for security roles such as Credit Checks, Counter Terrorism Checks, and the Disclosure Barring Service. These checks are necessary to provide you with an employment contract for such roles.

To exercise any of your rights as a data subject, please complete this online form [Privacy Web Form](#). You can also contact the WJ data protection officer [dataprotection@wilsonjames.co.uk](mailto:dataprotection@wilsonjames.co.uk).