



DOT SURVEYING LTD – PRIVACY NOTICE FOR JOB APPLICANTS

General/Introduction

Following the end of the Brexit transition period on 31 December 2020, the General Data Protection Regulation (GDPR) has been retained in UK law and will continue to be read alongside the Data Protection Act 2018, with technical amendments to ensure it can function in UK law. The Information Commissioner remains the UK's independent supervisory authority on data protection. The UK remains committed to high data protection standards.

Dot Surveying observes all aspects of the General Data Protection Regulations (GDPR)/DPA 2018. The Managing Director is the Data Controller and has overall responsibility for how job applicants' personal data is collected, used and stored by the company, including ensuring and maintaining the security of job applicants' personal data.

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

What information does the company collect and how?

Dot Surveying will collect 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 from any interviews and phone or video call screenings we may have with you;
- information about your current level of remuneration
- information about your entitlement to work in the UK
- information about your suitability for the role from nominated referees
- where your role will involve driving for business purposes (i.e. other than for commuting purposes), information about your driver's licence, car registration and model, tax, MOT and insurance confirmation details

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs (including when these are sent to us as part of speculative applications or queries), obtained from your passport, driver's



licence or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers or personal referees. We will seek information from third parties only once a conditional job offer has been made to you and only with your signed consent.

Data will be stored in a range of different places, including on our email system and other secure IT storage facilities.

Why does Dot Surveying process personal data?

We collect and process your data for a number of purposes and where we have a legal basis to do so, as follows.

Dot Surveying 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 and decide to whom we offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

Dot Surveying may process information about whether or not applicants are disabled so we can make reasonable adjustments for candidates who have a disability.

We will not use your data for any purpose other than the recruitment process of which you are a part, and for successful candidates, for managing your subsequent employment.

Who has access to data?

Your information may be shared internally within the company for the purposes of the recruitment process. This includes the Managing Director, company Directors, the Quality Manager, and interviewers involved in the recruitment process.

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then seek



details of your referees and your signed consent before sharing your data with former employers in order to obtain references.

In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

How does Dot Surveying protect data?

Dot Surveying takes 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 staff in the proper performance of their duties.

For how long does Dot Surveying keep data?

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months in case of any legal or regulatory/audit issues. In some cases, it could also be for the purposes of considering you for any future vacancies in which case we will advise you of this in writing. At the end of that 6 month period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application for employment is successful, personal data gathered during the recruitment process will be retained and stored securely during your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

Your rights

As a data subject, you have a number of rights under data protection law. You can:

- access and obtain a copy of your data on request;
- require Dot Surveying to change incorrect or incomplete data;
- require Dot Surveying to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Dot Surveying is relying on its legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.



If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact the Quality Manager r.carr@dotsurveying.co.uk

If you believe that the company has not complied with your data protection rights, you can 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 Dot Surveying during the recruitment process. However, if you do not provide the information, we may not be able to process your application.

TOM GALLIVAN FRICS, MANAGING DIRECTOR, DOT SURVEYING LTD

t.gallivan@dotsurveying.co.uk

07841 104028

January 2021

www.dotsurveying.co.uk