



DOT SURVEYING LTD – PRIVACY NOTICE FOR JOB APPLICANTS

General/Introduction

Dot Surveying observes all aspects of the General Data Protection Regulations (GDPR)/Data Protection Act 2018. Company Directors are the joint Data Controllers and have 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.

'Job applicants' includes those who make speculative job enquiries and those applying for student or work placements.

What information does the company collect and how?

If you have applied for a job or placement with us we will collect and store a wide range of information about you which could include all or some of the following:

- your name, home address, email address and contact telephone number
- details of your qualifications, skills, experience, training and employment history
- information about your current level of remuneration
- information gleaned from interviews, telephone or video call screenings
- information on your entitlement to work in the UK
- information about your suitability for the role from your nominated referees
- where your role would involve driving, 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 through a job application form, your CV, your passport or other identity documents, or from interviews and other methods of assessment.

We may also collect personal data about you from third parties, such as 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 consent.

Why does Dot Surveying process my 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 or placement 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 or placement. We may also need to process your data in order 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- and for successful candidates, for managing your subsequent employment.

Where is my data stored?

Your personal data will be stored securely in a range of places, including on our email system and other IT storage facilities.

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 authorised staff in the proper performance of their duties.

Who has access to the data?

Your information may be shared internally within the company for the purposes of the recruitment and selection process. This includes Company Directors, the HR & Quality Manager, and any others involved in the recruitment and selection process.

We may also share your data with our external HR legal/employment adviser should the need for legal clarification arise.

From time to time, we may need to share your personal information with a regulator e.g. the Information Commissioner's Office, an external auditor e.g. the company monitoring our Quality Management (ISO9001:2015) compliance or another third party where we are required to under the law.

We will not share your data with any other third parties, unless your application for employment is successful and a conditional offer of employment is made. At that point we would seek details of your nominated referees/get your consent to sharing



your data with those referees.

For how long does Dot Surveying keep data?

If your application for employment is unsuccessful following a recruitment process (or where you have speculatively applied to us for a job or placement opportunity) we will either:

- hold your data on file for 6 months in case any legal issues arise. Thereafter your data will be destroyed/removed from our records (unless any legal issue is ongoing)

OR

- advise you in writing that we would like to keep your data/CV on file for up to two years (unless you ask us to delete your data before then) for the purposes of considering you for any future vacancies that might arise. After two years your data will be destroyed/removed from our records (unless you have taken up a position with the company prior to that point).
- If your application for employment is successful, personal data gathered during the recruitment process will be retained and stored securely during your employment. Further information on privacy/data protection will be provided on your appointment.

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 the processing of your data more generally, please contact admin@dotsurveying.co.uk or the HR & Quality Manager r.carr@dotsurveying.co.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 or placement enquiry process. However, if you do not provide the information, we may not be able to process or consider your application.

If you have any concerns

If you believe that the company has not complied with your data protection rights, you can raise this with the UK's data protection regulator Information Commissioner's Office (<https://ico.org.uk/>).

Dot Surveying Board of Directors, July 2023