

## **Privacy Statement – Job Applicants**

### Recruitment Process

FDM Ltd is the Data Controller for the information you provide during the recruitment process.

The Company collects and processes personal data relating to prospective employees as part of the recruitment process. The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

If you have any queries about how we handle your information, please contact us at [info@fdmdocumentsolutions.co.uk](mailto:info@fdmdocumentsolutions.co.uk).

What will we do with the information you provide to us?

All of the information you provide during the recruitment process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

### **What information do we ask for, and why?**

We do not collect more information than we need to fulfil our stated purposes and we will not retain it for longer than is deemed necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

### **Application stage**

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. We might ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. We use only use tests/other assessment methods that are relevant to the role and we carefully consider ethical issues when creating, administering and interpreting these tests. The

information we gather is securely stored by FDM, accessible by the HR team and only shared with the recruiting manager(s).

### **Conditional offer**

If we make a conditional offer of employment, we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to supply specific, original documents; we will take copies.
- Proof of your qualifications – you will be asked to supply original documents; we will take copies.
- Information to allow us to complete a vetting process which covers identity, unspent criminal convictions and credit history. This is done through a data processor.
- Details of your referees, using the details you provide in your application to obtain references
- Details about your health to establish your fitness to do the work you have been offered or advise us if any adjustments are needed to the work environment or systems so that you may work effectively. Some of this is done through a data processor.

If your application is successful and you accept a role within our Company, we will ask you for additional information. The Company's Employee Privacy Statement contains further information relating to this.

### **Use of data processors**

Data processors are third parties who provide elements of our recruitment service for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

### **How long is the information retained for?**

If you are successful in your application, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment, and for as long as it is deemed necessary after employment

ceases. However, it will be held for a minimum of six years. This includes information confirming the successful vetting procedure.

If you are unsuccessful at any stage of the process, the information you have provided until that point, including information generated throughout the process, for example interview notes, will be retained for 6 months from the closure of the campaign. If you do not wish for this to be held for this period, you can ask HR to destroy it.

### **How we make decisions about recruitment?**

Automated decision-making is sometimes used in recruitment where candidates may be rejected automatically if they do not possess essential qualifications/competencies required for the role. Other recruitment decisions are made by hiring managers and members of the HR team, taking into account all information gathered during the recruitment process.

You are able to ask about decisions made about your application by speaking to your contact within the HR Department.

### **Your rights**

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

- access and obtain a copy of your data on request;
- require the Company to change incorrect or incomplete data;
- require the Company 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 the Company is relying on its legitimate interests as the legal ground for processing; and
- ask the Company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Company's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the HR Department.

You can make a subject access request by completing the appropriate Company form which is also available from the HR Department.

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

### **Changes to this privacy notice**

We keep our privacy notice under regular review. This privacy notice was last updated on 25th September 2024.