

## Job Applicant Privacy Notice

As part of any recruitment process, CAN Group collects, controls 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.

### **What information do we collect?**

CAN Group 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, employment history
- Information about your current level of remuneration, including benefit entitlements
- Whether or not you have a health/disability/medical condition for which the organisation needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the UK
- Results from any recruitment trade skills assessments asked as part of the recruitment process

CAN Group 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 collect personal data about you from third parties, such as references supplied by former employers.

Data will be stored in a range of different places, including on your application record, in HR recruitment and management systems and on other IT systems (including emails).

### **Why does CAN Group process personnel data?**

We need the data identified above in order to take steps at your request prior to entering into a contract with you. In some cases, we need to process data to ensure that we are complying with any legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts and where applicable to the job role, an applicant's ability to drive.

CAN Group has a legitimate interest in processing personal data during the recruitment process and for keeping records of this 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 to offer a job. We may also need to process data from job applicants to respond and defend against legal claims.

CAN Group may process special categories of data, such as health information, and whether or not applicants are disabled or have a medical condition that may require us to make reasonable adjustments. We process such information to meet our obligations and exercise specific rights in relation to employment.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers/directors in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We may share your data with third parties, such as current or potential CAN Group clients, if the vacancy is for a role on their site or within their project/contract. On successful offer of employment, we may then share your data with (as appropriate):



- Former employers to obtain employment references;
- Qualification and Certification providers to verify and check same;
- Approved Occupational Health providers
- Government bodies
- Industry groups
- Employment background check providers to obtain any necessary background checks

### How does CAN Group 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 designated employees in the proper performance of their duties.

### For how long does CAN Group keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 months for consideration of future employment opportunities. At the end of that period, or once you withdraw consent, your data is deleted or destroyed. You will be asked when you submit your CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If you have registered with the Field Recruitment Portal, you will be asked whether you give your consent for us to hold and process your details for potential recruitment opportunities when you register your profile. The option to opt-out at any time is also available.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR employment file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### 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 organisation to change incorrect or incomplete data
- Require the organisation to delete or stop processing your data where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where CAN Group is relying on legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights please contact HR Lead at [hr@cangroup.net](mailto:hr@cangroup.net).

If you feel we have not processed your data in accordance with the Principles and Rights of the individual under GDPR, a complaint may be raised to CAN Group's Data Protection Officer at [info@cangroup.net](mailto:info@cangroup.net) or you may raise a complaint with the Information Commissioners Office.

### What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to CAN Group 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.

*Note: CAN Group includes the business streams of CAN, ENGTEQ and VENTEQ which form the legal entity of CAN (Offshore) Ltd.*