

Job Application 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 is the purpose of this document?

CAN Group is a "controller" in relation to personal data. This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the UK General Data Protection Regulation (UK GDPR).

Data Protection Principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

What information do we collect about you?

In connection with your application for work with us CAN Group collects, stores and uses 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
- Any information that you provide during an interview
- 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

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).

How we will use information about you

We will use the personal information we collect about you to:

- Review your skills, qualifications, and sustainability for the work or role
- Carry out background and reference checks, where applicable
- Communicate with you about the recruitment process
- Keep records related to our hiring process
- Comply with legal or regulatory requirements

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint someone to that role.

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

Job Application Privacy Notice



We also need to process your personal information to decide whether to enter into contact of employment with you.

If you fail to provide personal information

You are under no statutory or contractual obligation to provide data to the Company during the recruitment process. If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

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.

How long does the Company keep your data?

If your application for employment is unsuccessful, we will retain your personal information for a period of 6 months after we have communicated to you our decision. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

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

Job Application Privacy Notice



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 personnel file 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 Dept at 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 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 the Company during the recruitment process. If you do not provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we may not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further

Further Information

If you have any questions about this privacy notice or how we handle your personal information, please request this by emailing HR@cangroup.net