



## Don & Low Ltd Candidate Privacy Notice

### What is the purpose of this document?

Don & Low ("**we**", "**our**", or "**us**") 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**").

We may update this Privacy Notice at any time but if we do so, we will update the website.

It is important that you read and retain this Privacy Notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

Our Data Protection Officer (DPO) is Andreas Polykarpou [apolykarpou@telecomexperts.eu](mailto:apolykarpou@telecomexperts.eu). However, please contact [gdpr@donlow.co.uk](mailto:gdpr@donlow.co.uk) should you have any questions.

### 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.

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## The personal data we collect from you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are certain types of more sensitive personal data which require a higher level of protection, such as information about a person's health. This is called "special category personal data" in the GDPR and we need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

We will collect, store, and use the following categories of personal data about you:

- Name, title, address, telephone number, personal email address, employment history, skills/experience, and qualifications.
- Recruitment information (including copies of notes taken of interviews, right to work documentation, passport, references and other information included in a CV or cover letter or as part of the application process).
- Employment records (including job titles, work history, working hours, holidays, training records and professional memberships).
- If you contact us, we may keep a record of that correspondence.
- A record of your progress through any hiring process that we may conduct.
- Bank details, national insurance number, next of kin information and nationality if you are successful.
- Driving Licence

We may also collect, store and use the following more sensitive types of personal data:

- Information about whether you are fit to undertake the role advertised. You will require to complete a pre-employment health assessment which will be conducted by our third party occupational health supplier. They do not share specific information about your health but will confirm whether you are fit to work or not and whether you have passed or failed any urine check.

## How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment agencies, from which we collect the following categories of data: name and contact details, CV or application form (where applicable), any details you provide to such recruitment agencies such as information related to your candidate account/profile.
- Background check of driving licence for driving roles.
- Your named referees, from whom we collect the following categories of data: contact details of the referee and any information they may provide to us about you.
- Data from third parties that is from a publicly accessible source such as LinkedIn and other social media profiles and jobsites or databases. We may also receive your personal data

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from a third party who recommends you as a candidate for a specific job opening or for our business more generally.

## **How we will use information about you**

We will use your personal data in the following circumstances:

- Where we need to comply with a legal obligation.
- Where it is necessary for legitimate interests pursued by us or a third party and your interests and fundamental rights do not override those interests.
- We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your CV and covering letter or your application form (as applicable) we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references and an occupational health check to check you are fit to undertake the role before confirming your appointment and go through the process of onboarding which will involve the collection of personal data.

## **How we use particularly sensitive personal information**

Where the information we process is special category data, for example your health data, the additional bases for processing that we rely on are:

- In limited circumstances, with your explicit written consent.
- Where it is necessary for the purposes of carrying out our obligations and exercising our rights in employment and the safeguarding of your fundamental rights e.g. making reasonable adjustments within the workplace.
- Where it is necessary to protect you or another person from harm.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

In addition, we rely on processing conditions at Schedule 1, Part 1, paragraph 1. These relate to the processing of special category data for employment purposes. We do so in accordance with our appropriate policy document.

The situations in which we will process your personal data are listed below.

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<b>Purpose of processing</b>	<b>Legal basis</b>
Making a decision about your recruitment or appointment.	To take steps to enter into a contract with you.  It is necessary for legitimate interests pursued us to build our workforce.
Determining the terms on which you work for us.	To take steps to enter into a contract with you.
Checking you are legally entitled to work in the UK.	To comply with a legal obligation under the Immigration, Asylum and Nationality Act 2006.
Making decisions about salary and compensation.	To take steps to enter into a contract with you.
Assessing qualifications for a particular job or task, including decisions about promotions	To take steps to enter into a contract with you.
Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.	To take steps to enter into a contract with you. To comply with a legal obligation under, but not limited to: Employment Rights Act 1996 Equality Act 2010 Working Time Regulations 1998 National Minimum Wage Regulations 2015 Data Protection Act 1998/UK GDPR Health & Safety At Work Act 1974.  It is necessary for legitimate interests pursued by us in relation to managing your employment with us.
Ascertaining your fitness to work.	Consent  To comply with a legal obligation under Employment Rights Act 1996 and Equality Act 2010.
Complying with health and safety obligations.	To perform the contract we have entered into with you. To comply with a legal obligation including under the Health & Safety at Work Act 1974.  It is necessary for our legitimate interests in providing you with a safe place of work.
To conduct data analytics studies to review and better understand employee retention and attrition rates.	It is necessary for legitimate interests pursued by us to understand our employee retention and attrition rates.
To obtain employment references	It is necessary for legitimate interests pursued by us to undertake appropriate checks on applicants to ensure any candidate is suitable for our business.

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<p>To establish, defend or exercise legal claims in an employment tribunal or any other court of law.</p>	<p>(2) To comply with a legal obligation under, including but not limited to:          Employment Rights Act 1996          Equality Act 2010          Working Time Regulations 1998          National Minimum Wage Regulations 2015          Data Protection Act 2018/UK GDPR          Health &amp; Safety At Work Act 1974.</p> <p>(3) It is necessary for legitimate interests pursued by us to exercise our legal rights and our defend our business against legal claims.</p>
<p>To communicate with you about the recruitment process.</p>	<p>(3) It is necessary for legitimate interests pursued by us during the recruitment process.</p>

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

### **Information about criminal convictions**

Unless we have specifically requested information relating to any criminal convictions data from you, we will not collect, process or hold such information. Where we do collect, process or hold such information, we will establish a lawful basis for doing so but this is not something we do regularly.

### **If you fail to provide personal information**

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 references, an occupational health check or a driving licence check for this role and you fail to provide us with relevant details, we will not be able to take your application further.

### **Change of purpose**

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **Automated decision-making**

You will not be subject to decisions based solely on automated decision-making.

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## Data sharing

### Why might you share my personal information with third parties?

We may share your personal information with the following third parties for the purposes of processing and keeping a record of your application: our third party services providers (e.g. occupation health, third party occupational health), cloud-hosted internal IT platforms, our group entities, referee's and any recruitment agency whom you have submitted an application through. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions. We may also share your data in the event of a corporate restructure or sale.

### Transferring personal data outside the UK

We may need to transfer your personal data outside of the UK if necessary to do so if (i) professionals in the wider Don & Low Group reasonably need access to this data in the course of their job; or (ii) our service providers are based outside of the UK. When transferring within our group, this will remain in the EU and is therefore supported by the UK Government's adequacy decision. In the event we need to transfer your personal data to a country outside of the UK that is not deemed as having adequate controls in place by the UK, we will ensure that such transfer meets the requirements of applicable data protection law. For more information please contact [gdpr@donlow.co.uk](mailto:gdpr@donlow.co.uk)

## Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## Data retention

### How long will you use my information for?

If you are unsuccessful, we will retain your personal information for a period of 12 months after we have communicated to you our decision about whether to appoint you to role. We view

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this as in your legitimate interest. 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.

If you are successful, we will retain your personal data for a reasonable period following termination of your employment.

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 and applicable laws and regulations.

### **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our data protection officer (DPO) in writing.

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## Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact [gdpr@donlow.co.uk](mailto:gdpr@donlow.co.uk)

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law. However, this will not affect our processing prior to the withdrawal.

## Complaint.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO) who is responsible for data protection issues in the UK. You can contact the ICO on [www.ico.org.uk](http://www.ico.org.uk)

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