



SECTOR SECURITY SERVICES LTD

---

Privacy Notice - Job Applicants

# CONTENTS

<b>INTRODUCTION</b> .....	2
<b>INFORMATION COLLECTION &amp; PROCESSING</b> .....	2
<b>INFORMATION SOURCE</b> .....	2
<b>INFORMATION USE &amp; LEGAL BASIS</b> .....	2
<b>PERSONAL DATA SHARING</b> .....	3
<b>PERSONAL DATA RETENTION</b> .....	3
<b>PERSONAL DATA STORAGE</b> .....	3
<b>PERSONAL DATA RIGHTS</b> .....	3
<b>DATA HANDLING - MORE INFORMATION</b> .....	3

## **INTRODUCTION**

Sector Security Services Ltd (ICO registration Z7222543) takes your privacy very seriously. This Privacy Notice is intended to set out your rights and answer any queries you may have about your personal data. If you need more information, please contact [info@sector-security.net](mailto:info@sector-security.net)

Unless we inform you otherwise during the recruitment process, Sector Security Services Ltd will be your data controller and will be the company to which you provide your consent for the processing of your personal data.

Our personal information handling policy and procedures have been developed in line with the requirements of the 1995 European Union Data Protection Directive (Directive 95/46/EC) and the General Data Protection Regulation (in force from 25 May 2018) and applicable national law.

## **INFORMATION COLLECTION & PROCESSING**

We collect and process personal data about you when you apply for a job with us.

The personal data we process includes:

- Your name, home address, email address and/or phone numbers;
- Your date of birth, marital status, nationality and National Insurance number (where you provide this to us);
- Your educational and employment history;
- Other information contained within your CV or other documents or information you submit to us;
- Information from the selection process, if any;
- References relating to character referee's and your work for previous employers;
- Medical and financial information (where you provide this to us);
- Information to confirm your identity, address and right to work
- Details of any unspent criminal convictions; and
- Information relating to your feedback on our organisation.
- Financial history information
- With your specific consent, information relating to your ethnicity, gender, nationality, disability, religion, sexual orientation and other diversity-related information.

## **INFORMATION SOURCE**

We obtain this information directly from you, our personnel, through our systems and equipment, as well as from third parties such as recruitment agencies, credit agencies or former employers. We may also obtain it from your public profiles available online.

## **INFORMATION USE & LEGAL BASIS**

We process the personal data listed in paragraph 1 above for the following purposes only in accordance with our legitimate interests:

- To enable us to comply with our legal and regulatory obligations;
- To enable us to comply with British Standards and our certification obligations;
- To make recruitment decisions;
- To prevent and detect fraud, illegal working and other wrongdoing;
- To establish, exercise or defend our legal rights; and
- To manage risk

## **PERSONAL DATA SHARING**

We may share your personal data with our professional advisors such as our auditors and external legal and financial advisors.

Personal data may be shared with government authorities and/or law enforcement officials if mandated by law or if needed for the legal protection of our legitimate interests in compliance with applicable laws. Personal data may also be shared with third party service providers who will process it on behalf of Sector Security Services Ltd for the purposes above. If any part of our business is sold or integrated with another business, your details may be disclosed to our advisors and those of any prospective purchaser and would be passed to the new owners of the business.

## **PERSONAL DATA RETENTION**

We will not keep your personal information for longer than is necessary and will only retain the personal information that is necessary to fulfil the purpose. We are also required to retain certain information by law or if it is reasonably necessary to meet regulatory & British Standard requirements, resolve disputes, prevent fraud and abuse, or enforce our terms and conditions.

We will keep the personal data connected to your job application (including any interview records) for 12 months from the date of their creation. If your application is successful and you become a member of staff, we will provide you with a copy of the Staff Privacy Notice. The retention periods referred to therein will apply to your personal data during your employment.

## **PERSONAL DATA STORAGE**

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. The personal data that we collect from you is not transferred or stored outside the European Economic Area ("EEA").

## **PERSONAL DATA RIGHTS**

Where you have consented to us using your personal data, you can withdraw that consent at any time. If the information we hold about you is inaccurate or incomplete, you can notify us and ask us to correct or supplement it. You also have the right, with some exceptions, to ask us to provide a copy of any personal data we hold about you.

Where you have provided your data to us and it is processed by automated means, you may be able to request that we provide it to you in a structured, machine readable format.

If you have a complaint about how we have handled your personal data, you may be able to ask us to restrict how we use your personal data while your complaint is resolved. In some circumstances you can ask us to erase your personal data (a) by withdrawing your consent for us to use it; (b) if it is no longer necessary for us to use your personal data; (c) you object to the use of your personal data and we don't have a good reason to continue to use it; or (d) we haven't handled your personal data in accordance with our obligations.

## **DATA HANDLING - MORE INFORMATION**

Should you have any queries regarding this Privacy Notice, about Sector Security Services' processing of your personal data or wish to exercise your rights you can contact the Head Office using this email address: [info@sector-security.net](mailto:info@sector-security.net). If you are not happy with our response, you can contact the Information Commissioner's Office: <https://ico.org.uk/>