

# Privacy Notice

## Job Applicants



<b>Document Name:</b>	Privacy Notice: Job Applicants
<b>Document ID:</b>	CRX_PRVN_001_V02
<b>Date:</b>	26 March 2019

### REVISION HISTORY

Revision	Comments
01	First Issue
02	Formatting updated

### 1. INTRODUCTION

Crux Product Design Ltd takes your privacy very seriously. This Privacy Notice is intended to set out your rights and answer any queries you may have about how Crux collects and uses your personal data. If you need more information, please contact: [PrivacyTeam@cruxproductdesign.com](mailto:PrivacyTeam@cruxproductdesign.com)

Unless we inform you otherwise during the recruitment process, Crux 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 General Data Protection Regulation (in force from 25 May 2018) and applicable national law.

### 2. WHAT INFORMATION DO WE COLLECT AND PROCESS?

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 and assessments relating to your work for previous employers;
- Information to confirm your identity and right to work, such as a copy of your passport;
- Details of any unspent criminal convictions; and
- Information relating to your feedback on our organisation.

Crux does not collect information relating to your ethnicity, gender, disability, religion, sexual orientation and other diversity-related information as part of our recruitment process.

**3. WHAT IS THE SOURCE OF THIS INFORMATION?**

We obtain this information directly from you, as well as from third parties such as recruitment agencies, background checking companies or former employers. We may also obtain it from your public profiles available online.

**4. HOW DO WE USE THIS INFORMATION AND WHAT IS THE LEGAL BASIS FOR THIS USE?**

We process the personal data listed in section 2 above for the following purposes only in accordance with our legitimate interests:

- To make recruitment decisions;
- To prevent and detect fraud and other wrongdoing.

**5. WITH WHOM AND WHERE WILL WE SHARE YOUR PERSONAL DATA?**

Your personal data will only be shared with Crux employees directly involved in the recruitment process.

**6. HOW LONG WILL YOU KEEP MY PERSONAL DATA?**

We will not keep your personal information for longer than is necessary. We will keep the personal data connected to your job application (including any interview records) for 24 months from the date of their creation by Crux or receipt from you. If your application is successful and you become a member of staff, we will provide you with a copy of the Employee Privacy Notice. The retention periods referred to therein will apply to your personal data during your employment.

**7. WHERE IS MY DATA STORED?**

The personal data that we collect from you is stored within the European Economic Area ("EEA").

**8. WHAT ARE MY RIGHTS IN RELATION TO MY PERSONAL DATA?**

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.

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.

**9. WHERE CAN I FIND MORE INFORMATION ABOUT CRUX'S HANDLING OF MY DATA?**

Should you have any queries regarding this Privacy Notice, Crux's processing of your personal data or wish to exercise your rights you can contact Crux's Privacy Team using this email address: [PrivacyTeam@cruxproductdesign.com](mailto:PrivacyTeam@cruxproductdesign.com)

If you are not happy with our response, you can contact the Information Commissioner's Office: <https://ico.org.uk/>