

PROSPECTIVE EMPLOYEE PRIVACY NOTICE

The purpose of this privacy notice is to set out how we will lawfully process your personal data for the purposes of applicable data protection laws and practice. We respect your rights as a data subject and so it is crucial that we keep you informed on how we intend to use your data.

1. WHO ARE WE?

Kinnell Holdings Limited carries out processing of personal data for Certass Limited so that it can fulfil Certass Limited's human resources function. We are registered with the Information Commissioner's Office under the registration number of Z2630777.

2. WHO IS THE DATA PROTECTION OFFICER?

We have appointed a Data Protection Officer, who is the point of contact for enquiries relating to how your personal data is processed. The Data Protection Officer can be contacted at the following address:

Blair Houston
4 Forbes Drive
Ayr
KA8 9FG
Email: blair.houston@certass.co.uk

3. WHY IS DATA PROCESSING NECESSARY?

Data which you supply to us shall be used to:

- Personalise our communications with you.
- Make suitable interview arrangements with you, depending on your circumstances.
- Carry out financial checks on you to determine your fitness & propriety for the role.
- Carry out criminal background checks on you to determine your fitness & propriety for the role.

Your personal data will not be used for the purposes of any automated decision making or profiling.

We shall not process data obtained from publicly available sources.

4. WILL WE TRANSFER YOUR PERSONAL DATA TO THIRD PARTIES?

We may transfer your personal data to Disclosure Scotland and/or the Disclosure Barring Service for the purposes of carrying out criminal record checks in order to confirm your fitness and propriety for the role.

We may transfer your personal data to CreditSafe Business Solutions Limited for the purposes of carrying out credit checks in order to confirm your fitness and propriety for the role.

Processing of your personal data by these organisations shall be compatible with the original purposes outlined in section 3.

We shall not transmit your personal data outside of the United Kingdom.

5. HOW LONG WILL WE KEEP YOUR PERSONAL DATA?

If you are not successful in securing the role, we shall retain your data only for as long as is necessary for us to recruit for the role. We shall not retain your data for a longer period of time.

If you are successful in securing the role, we shall provide you with a further notice on how your data is to be processed for employment purposes.

6. WHAT ARE YOUR RIGHTS TO THE DATA?

Right of Subject Access

You can request details of all data we hold about you by submitting a subject access request to the Data Protection Officer, at the address provided above.

We aim to comply with such a request from you within one month of the request being made. Where we cannot provide you with this information within one month; we shall inform you of this and provide the reasons why this cannot be achieved; at which point, we shall have a total of 3 months to comply with this request.

In the normal course of business, we shall not charge a fee for a subject access request. However, in the event that you make a subject access request that is of a manifestly unfounded, repetitive or excessive nature, we reserve the right to charge a fee of £10 per request.

Right of Rectification

In the event that your data is incorrect; you have the right to have this rectified by us. In the event that any of your data is incorrect, please contact the Data Protection Officer at the address provided above. We shall not charge a fee for your data to be rectified.

Right of Objection

You have the right to object to our processing of your data. Please note, that where we require to continue to process your data for reasons such as the defence of claims, we shall not be required to cease processing your data. In the event that you wish to object to us processing your data, please contact the Data Protection Officer at the address provided above.

Right of Erasure

You have the right to request that we delete your data provided that; we no longer require your data; or there is no legitimate legal basis for us to process your data; or we have unlawfully processed your data; or the data must be erased in order to comply with the law.

If you have grounds to request that we delete your data -and you wish to do so- please contact the Data Protection Officer at the address provided above. We shall not charge a fee for your data to be deleted from our databases.

7. CAN A COMPLAINT BE MADE?

If you have any complaints about how we process your data; please contact the Data Protection Officer, at the address provided above.

In the event that we are unable to resolve your complaint: You have the right to make a complaint to the Information Commissioner's Office if you believe that your information has been mishandled by us. The Information Commissioner's Office can be contacted as follows:

*Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113*