

## Recruitment Privacy Notice

WORKBOOKS is committed to protecting the privacy of your personal data. This Privacy Notice (together with any other documents referred to herein) sets out the basis on which the personal data collected from you, or that you provide to WORKBOOKS, will be processed by WORKBOOKS in connection with recruitment processes.

WORKBOOKS may provide additional disclosures or information about the data collection, use and sharing practices of WORKBOOKS. These notices may supplement or clarify our privacy practices in the circumstances described or may provide you with additional choices about how we process your data. If you have any questions about this Privacy Notice, please contact us at [datarequest@workbooks.com](mailto:datarequest@workbooks.com).

Where you apply for a role at WORKBOOKS, these Privacy Notice provisions will apply to our processing of your personal information. Where you apply for a job opening via the application function on a job site or similar online service provider ("Partner"), you should note that the relevant Partner may retain your personal data and may also collect data from WORKBOOKS in respect of the progress of your application. Any use by the Partner of your data will be in accordance with the Partner's Privacy Notice.

### Your Personal Information

WORKBOOKS collect and process some or all of the following types of information from you:

- Information that you provide when you apply for a role. This includes information provided through an online job site, via email, in person at interviews and/or by any other method.
- In particular, WORKBOOKS processes personal details such as name, email address, address, telephone number, date of birth, qualifications, experience, information relating to your employment history, skills experience that you provide.
- If you contact WORKBOOKS, we may keep a record of that correspondence.
- A record of your progress through any hiring process that we may conduct.

### Information WORKBOOKS Collect From Other Sources

WORKBOOKS may receive your personal data from a third party who recommends you as a candidate for a specific job opening or for our business more generally. WORKBOOKS may also source other publicly available information about you that you have published on the Internet including sources such as LinkedIn and other social media profiles.

### Lawful basis for processing

WORKBOOKS rely on legitimate interest as the lawful basis on which we collect and use your personal data. WORKBOOKS' legitimate interests are the recruitment of staff for Our business.

### Purposes of processing

WORKBOOKS may collect and maintain different types of personal information in respect to those individuals seek to be, are or were employed by us, including the personal information contained in

- CV's and Employment Applications
- References and Interview Notes
- Photographs

- Letters of Employment Offer and Acceptance of Employment
- Contract of Employment
- Mandatory Policy Acknowledgement Sign-off Sheets
- Payroll Information including but not limited to National Insurance Numbers, Bank Account Numbers,
- Personal Health Information from medical questionnaires
- Beneficiary and Emergency Contact Information
- Travel Documentation Information including Passport Number
- Nationality and Gender
- Home Address, Telephone Numbers and Personal Email addresses
- Data of Birth and Marital Status

Other data to be used may include:

- relevant employment-related information (e.g. career and development aspirations)
- results of occupational tests and/or psychometric assessments
- any other information voluntarily provided by you

In addition to the examples listed above, personal information also includes any other personal information which is necessary for Workbooks business purposes and which is voluntarily disclosed during the course of your application for employment with, Workbooks. The special categories of personal data concerned are Health data. This is only processed for certain staff who have a medical condition that we need to be aware of in order to protect their vital interests or the vital interests of others

#### **How does WORKBOOKS use your information**

Your information is utilised to determine eligibility for employment including verification of qualifications and background checks

#### **How WORKBOOKS use your information to Satisfy Legal Requirements:**

WORKBOOKS may share your personal information with government organisations in order to satisfy legal requirements.

#### **Security and Confidentiality**

WORKBOOKS takes the security of all the data we hold very seriously and have implemented appropriate safeguards and security measures to protect your data. WORKBOOKS adhere to documented security standards and a formal information security management system. We have a framework of policies, procedures and training in place covering data protection, confidentiality and security and regularly review the appropriateness of the measures we have in place to keep the data we hold secure. All access to personal data is limited to personnel who need to view or access the data for the purposes listed under 'How we use your information'.

#### **Your Privacy Rights**

Individuals have certain rights over their personal data and data controllers are responsible for fulfilling these rights. Where WORKBOOKS decides how and why personal data is processed, WORKBOOKS is a data controller and include further information about the rights that individuals have and how to exercise them below.

Access to personal data: You have a right of access to personal data held by WORKBOOKS as a data controller. This right may be exercised by emailing our GDPR Representative at [datarequest@workbooks.com](mailto:datarequest@workbooks.com). We will aim to respond to any requests for information promptly, and in any event within the legally required time limits. For further information please refer to the Data Subject Access Request Policy.

Amendment of personal data: To update personal data submitted to us, you may email us at [datarequest@workbooks.com](mailto:datarequest@workbooks.com). When practically possible, once we are informed that any personal data processed by us is no longer accurate, we will make corrections (where appropriate) based on your updated information.

### **Withdrawal of Consent**

Where WORKBOOKS process personal data based on consent, individuals have a right to withdraw consent at any time. We do not generally process personal data based on consent (as we can usually rely on another legal basis). To withdraw consent to our processing of your personal data please email us at [datarequest@workbooks.com](mailto:datarequest@workbooks.com).

### **Other Data Subject Rights**

This notice is intended to provide information about what personal data WORKBOOKS collect about you and how it is used as well as rights of access and amendment referred to above, individuals may have other rights in relation to the personal data we hold, such as a right to erasure and deletion, to restrict or object to our processing of personal data and the right to data portability. To exercise any of these rights, please email [datarequest@workbooks.com](mailto:datarequest@workbooks.com).

### **Retention of your data**

The data will be retained for no longer than 6 months after an unsuccessful application, or if you do not proceed with an application no longer than 6 months after you first expressed an interest. Only with your consent will we hold your data for up to 12 months so that we may contact you during this period about relevant job opportunities.

### **Concerns**

Supervisory Authority: If you are unsatisfied with our responses, you have the right to lodge a complaint with the data protection supervisory authority. If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by emailing [insert appropriate email address] or contacting us at the business address of [insert company name]. If your concern is not dealt with to your satisfaction you may wish to contact the Information Commissioners Office at <https://ico.org.uk/concerns/>.

### **Contact**

Please address any questions, comments and requests regarding our data processing practices to [datarequest@workbooks.com](mailto:datarequest@workbooks.com).

### **Changes to the Privacy Notice**

This Privacy Notice may be changed by us at any time. This Privacy Notice will be updated in due course to comply with any further requirements under the UK-GDPR.