



**Please read this Job Applicant Privacy Notice carefully as it contains important information.**

This Job Applicant Privacy Notice sets out what personal data BBS holds about you and how we collect and use it during and after the recruitment process. It applies to anyone applying to work for BBS, whether as an employee, worker, contractor, consultant, etc.

Please note that we will not necessarily hold, use or share all types of personal data described in this Privacy Notice in relation to you. The specific types of data about you that we hold, use and share, will depend on the role for which you are applying, the nature of the recruitment process, how far you progress in that process and your individual circumstances.

We are required by data protection law to give you the information in this Privacy Notice. It is important that you read the Privacy Notice carefully. Should your application be successful, when you start work with us, we will provide you with another Privacy Notice that explains how we deal with employees' personal data.

***Who is the controller?***

BBS Consultants & Actuaries Ltd. is the 'controller' for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal data about you.

***What is personal data?***

Personal data means any data relating to a living individual who can be identified (directly or indirectly) by reference to an identifier (e.g. name, NI number, employee number, email address etc.). It can be factual (e.g. date of birth),

an opinion about an individual's actions or behaviour, or information that may otherwise impact that individual in a personal or business capacity.

Data protection law divides personal data into two categories; ordinary personal data and special category data. Any personal data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health conditions, sexual orientation, or biometric or genetic data that is used to identify an individual is known as special category data; the rest is ordinary personal data.

***What type of ordinary personal data do we hold about you and why?***

After the initial stages of recruitment we collect, hold and use the following types of ordinary personal data about you:

- information contained in your CV/covering letter for example name, title, qualifications, employment history etc.
- selection information for example interview notes, test results etc.

If you are offered a position we may collect, hold and use additional types of ordinary personal data about you for example references, right to work information etc.

We hold this data to enable us to:

- process your application
- assess your suitability for the role
- make informed recruitment decisions
- verify information provided by you
- verify your legal right to work in the UK
- maintain appropriate records

### ***What are our legal grounds for using your ordinary personal data?***

Data protection law specifies the legal grounds on which we can hold and use personal data. We rely on one or more of the following grounds when we process your ordinary personal data:

- we need it to take steps at your request in order to enter into a contract with you
- we need it to comply with a legal obligation e.g. the obligation not to discriminate during our recruitment process, or the obligation not to employ someone who does not have the legal right to work in the UK
- it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests; for example, it is in our legitimate interests to review and consider your personal data (as listed above) so that we can select the most appropriate candidate for the job

### ***What type of special category personal data do we hold about you, why, and on what legal grounds?***

We will only collect, hold and use limited types of special category data about you during the recruitment process, as described below.

Since special category data is usually more sensitive than ordinary personal data, we need to have additional legal grounds to hold and use it. The additional legal grounds that we rely on to collect hold and use your special category data are explained below.

At the initial stages of recruitment we may collect, hold and use the following special category data about you:

#### **Adjustments for disability/medical conditions**

We may hold information relevant to any request by you for adjustments to the recruitment process as a result of an underlying medical condition or disability. We use this information to enable us to carry out a fair, non-discriminatory recruitment process by considering/making reasonable adjustments to our process as appropriate. Our additional legal grounds for using this information are that we need it to comply with a legal obligation/exercise a legal right in relation to employment (namely, the obligations not to discriminate, and to make reasonable adjustments to accommodate a disability) and such use is in line with our data protection procedures.

#### **Post-Offer health questionnaires**

We collect information about your health in a post-offer medical questionnaire together with any other information about underlying medical conditions and adjustments that you have brought to our attention. We use this information to assess whether you are fit to do the job with adjustments, to consider/arrange suitable adjustments and to comply with health and safety requirements. Our additional legal grounds for using this information are that we need it to comply with a legal obligation/exercise a legal right in relation to employment (namely, the obligation to make reasonable adjustments to accommodate a disability) and such use is in line with our Data Protection Policy.

#### **Criminal records information/DBS checks**

We may request criminal record checks from the DBS. We use this information to assess your suitability for the role and verify information provided by you. Our additional legal grounds for using this information are that you have given us your explicit consent to do so.

### ***How do we collect your personal data?***

You provide us with most of the personal data about you that we hold and use, for example in your written application and by completing any assessments and during any interviews.

Some of the personal data we hold and use about you is generated from internal sources during the recruitment process, for example the person interviewing you may score your suitability for the role and we record the reasons for decisions made about whether or not your application is successful.

Some of the personal data about you that we hold and use may come from external sources, for example, a recruitment agency may provide us with data relating to candidates. If we offer you a role, we will carry out pre-employment checks, such as taking up references from past employers; we may also seek a criminal record check from the DBS. In some circumstances, we may ask the Home Office for information about your immigration status to verify your right to work in the UK. For some roles, we may also obtain information about you from publicly available sources, such as your LinkedIn profile or other media sources.

### **Recruitment agencies**

We engage recruitment agencies/consultants to provide us with details of suitable candidates and to handle some administration in connection with the recruitment process. If we have received your initial

application details from a recruitment agency/consultant, we will share with them any of your personal data that is necessary to enable them to fulfil their functions for us. Our legal grounds for doing so are that it is necessary for entry into a contract and it is in our legitimate interest to engage service providers to assist us with the recruitment process.

### **Medical/occupational health professionals**

We may share information relevant to any request by you for adjustments to the recruitment process as a result of an underlying medical condition or disability with medical/occupational health professionals to enable us to identify what, if any, adjustments are needed in the recruitment process and, if you are successful, once you start work. We may also share details of disclosed medical conditions and/or answers to pre-employment health questionnaires with medical/occupational health professionals, to seek a medical report about you, to enable us to assess your fitness for the job and whether any adjustments are needed once you start work. This information may also be used by the medical/occupational health professionals to carry out assessments required by health and safety legislation. Our legal grounds for sharing this personal data are that it is necessary for entry into a contract and it is in our legitimate interests to consider adjustments to enable job applicants to participate fully in the recruitment process and to assess the fitness for work of job applicants to whom we have offered jobs. It is also necessary to comply with our legal obligations or exercise our legal rights in the field of employment (obligations not to discriminate, to make reasonable adjustments, to comply with health and safety requirements).

### **Legal/professional advisers**

We share any of your personal data that is relevant, where appropriate, with our legal and other professional advisers, in order to obtain legal or other professional advice about matters related to you, or in the course of dealing with legal disputes with you or other job applicants. Our legal grounds for sharing this personal data are that it is in our legitimate interests to seek advice to clarify our rights/obligations or exercise our legal rights in the field of employment and it is necessary to establish, exercise or defend legal claims.

### **Home Office**

We may share your right to work documentation with the Home Office, where necessary, to enable us to verify your right to work in the UK. Our legal grounds for sharing this personal data are to comply with our legal obligation not to employ someone who does not have the right to work in the UK.

### **Consequences of not providing personal data**

We only ask you to provide personal data that we need to enable us to make a decision about whether or not to offer you a job. If you do not provide particular information to us, then we will have to make a decision on whether or not to offer you a job without that information, which in some cases could result in us deciding not to recruit you; for example, if you do not provide us with the names of referees or a reference when asked, we will not usually be able to offer you the role. In addition, some of the personal data you provide to us is required by law, for example if you do not provide us with the documentation we need to check your right to work in the UK, then we cannot by law employ you.

If you choose not to provide us with the personal data requested, we will tell you about the implications of any such decision at the relevant time.

### ***How long will we keep your personal data?***

We will keep your personal data throughout the recruitment process.

If your application is successful, when you start work with us you will be issued with an Employee Privacy Notice which will include information about what personal data we keep from the recruitment process and how long we keep your personal data whilst you are working for us and after you have left.

If your application is unsuccessful, we will keep your personal data for up to 18 months from the date we notify you of our decision.

### ***Will we keep your application?***

If you are unsuccessful for the role for which you have applied, or you sent us a speculative application, then, if you have consented to us doing so, we will keep your personal data on file to identify if you might be suitable for any other vacancies that may arise in the next 18 months and will contact you if we believe this is the case. We will not keep your personal data for this purpose for longer than 18 months.

When applying for a particular job, there is no obligation for you to consent to us keeping your personal data for consideration for other roles, if you do not want to. Your application for the particular job you are putting yourself forward for will not be affected.

If you change your mind about us keeping your personal data, you have the right to withdraw your consent at any time (see 'Your rights' below).

### References

If you give us details of referees, we require you to inform them what personal data of theirs you are giving to us. You must also give them our contact details and let them know that they should contact us if they have any queries about how we will use their personal data.

### Your rights

You have the legal right, relating to your personal data, to request that we:

- provide you with a copy of any personal data that we hold about you
- update or remove personal data that is out of date or incorrect
- delete or remove personal data that we hold about you where there is no good reason for us to process it
- restrict the way we process your personal data
- consider any valid objections that you have to our use of your personal data
- provide your personal data to a third party provider of services

Please note that these rights are not absolute and in some circumstances we may be entitled to refuse some, or all, of your request.

If you would like to exercise any of the above rights, have any questions relating to data protection or how your data is being used by us, please contact the HR team at BBS using the following contact information:

HR Team

BBS Consultants & Actuaries Ltd

Canard Court

23-25 St. Georges Road

Bristol

BS1 5UU

Telephone: 0117 9378700

Or email:

[caroline.taylor@bbs-actuaries.co.uk](mailto:caroline.taylor@bbs-actuaries.co.uk)

[hannah.moyes@bbs-actuaries.co.uk](mailto:hannah.moyes@bbs-actuaries.co.uk)

Please also note that you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Details of how to contact the ICO can be found on their website:

<https://ico.org.uk>

**This Privacy Notice was last reviewed and updated in May 2018.**