

## **Data Protection Privacy Notice for Job Applicants**

As a prospective employer, Barbour is committed to protecting the privacy and security of your personal information.

This privacy notice sets out how we collect and use your personal data as a prospective employer. Please read it carefully to ensure you submit your personal data.

### **Legal Basis for collecting your Personal Data**

Submission of your personal data will enable us to consider your application. The basis for processing your personal data is therefore to assess whether we will be entering into a contract of employment with you.

We may also need to use your personal information to comply with a legal obligation or where it's required to protect your (or someone else's interests) or it is in the public interest to do so.

### **Your Personal Data**

We will keep your personal data secure however it is held and will minimise the retention of your personal data.

We will collect personal information about candidates through the application and recruitment process, either directly from applicants or sometimes from employment agencies. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies.

We will share your personal data only with individuals involved in the recruitment exercise. If your application is for an apprentice role, your personal data may be shared with the apprenticeship provider.

We can confirm there are no automated decision-making processes in respect of your personal data.

### **Types of Personal Data**

We will collect and use the following categories of personal data during the recruitment exercise:-

- the personal information you submit within your CV and covering letter
- employment status checks
- criminal record checks (when permitted by the law)
- employer references
- credit reference checks
- psychometric tests (when required for a specific role)
- any further information you may provide to us.

### **Transfers outside EEA**

We do not intend to send your personal data outside the European Economic Area (EEA) but in certain circumstances we may be required to do so. If it is necessary to send your personal data outside the EEA, we will ensure this is done in accordance with legal requirements.

### **Your Duty to update Personal Data**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes.

### **Information about criminal convictions**

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our policies.

We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process.

## **Retention of your Personal Data**

If your application is successful, we will retain your personal data in accordance with our Employee Privacy Notice which will be provided on commencing employment.

If your application is unsuccessful, we will retain your personal data for six months from the closing date for the role and it will then be securely destroyed.

## **Your Rights**

Under certain circumstances, by law you have the right to:-

- a) **Request Access** to your personal information (this is often known as 'data subject access request'). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- b) **Request Correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- c) **Request Erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information here you have exercised your right to object to processing (see below).
- d) **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- e) **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- f) **Request the transfer** of your personal information to another party.

If you wish to exercise any of the above rights, please contact Barbour's Human Resources Team using the details below setting out your request in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

## **Withdrawing your consent**

If you no longer wish for Barbour to use your personal data as part of an application process, please inform us and we will securely delete your personal data. This will mean that we can no longer consider your application which will be withdrawn from the recruitment exercise. Any such request should be sent in writing to [hr@barbour.com](mailto:hr@barbour.com).

## **Queries**

If you have any queries in relation to this employee privacy notice or you wish to exercise any of your rights, you should contact Human Resources at:-

Human Resources Team, J Barbour & Sons Ltd, Simonside, South Shields, NE34 9PD.

Alternatively, you can email [hr@barbour.com](mailto:hr@barbour.com).

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy



notice when we make updates. We may also notify you in other ways from time to time about the processing of your personal information.

#### **Contacting the Regulator**

You are entitled to lodge a complaint at the Information Commissioner's Office if you are unsatisfied with how your data has been processed.

You can contact them on 0303 123 1113 or go online to [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

If you are based outside the UK, you have the right to lodge your complaint with the relevant data protection regulator in your country of residence.

J Barbour & Sons Ltd (Barbour) - company registration number 124201 whose registered office is Simonside, South Shields, NE34 9PD, England.