



## Privacy Notice - Job Applicants

As part of any recruitment process, MeridianBusiness Support Limited (Meridian) collects and processes personal data relating to job applicants and as such acts as a Data Controller. Meridian is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. You may give your personal details to us directly via an application via our website, or we may collect them from sources such as a job boards or Rec2Rec's.

We will only use your personal data in accordance with the terms of the following statement and for the purposes of fulfilling our internal recruitment process.

### What information does Meridian collect?

Meridian collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- Whether or not you have a disability for which Meridian needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the UK.

Meridian collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment such as presentations.

During the recruitment process, the data will be stored on your application record which is held on IQX, our candidate management system. If your application is successful and a job offer is made, this information will be transferred to TIFO, our computerised on-boarding/compliance platform, to I-Trent, our HR management system, your personnel file and to other IT systems including email and telephone.

### Why does Meridian process personal data?

Meridian needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, Meridian needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Meridian has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows Meridian to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Meridian may also need to process data from job applicants to respond to and defend against legal claims.

Where Meridian relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Meridian processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability.

If your application is unsuccessful, Meridian will keep your personal data on file for 2 years in case there are future employment opportunities for which you may be suited. Meridian will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy.

Meridian will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Meridian will then share your data with former employers to obtain references for you, where applicable to the role credit check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Meridian will not transfer your data outside the European Economic Area.

### **How does Meridian protect data?**

Meridian takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Relevant policies include:

- Data Protection Policy
- Data Retention Policy
- Clear Desk Policy
- IT & Internet Use Policy

### **How long does Meridian keep data?**

If your application for employment is unsuccessful, Meridian will hold your data on file for two years after the end of the relevant recruitment process. The following documents will be retained on file:

- Contact details
- CV
- Interview notes & other assessments
- Remuneration information

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

## Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require Meridian to change incorrect or incomplete data;
- Require Meridian to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- Object to the processing of your data where Meridian is relying on its legitimate interests as the legal ground for processing; and
- Ask Meridian to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override Meridian's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the HR Department at [HR@meridianbs.co.uk](mailto:HR@meridianbs.co.uk).

You can make a subject access request by completing Meridian's **form for making a subject access request**.

If you believe that Meridian has not complied with your data protection rights, you can complain to the Information Commissioner.

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Meridian during the recruitment process. However, if you do not provide the information, Meridian may not be able to process your application properly or at all.

## Automated decision-making

Recruitment processes are not based solely on automated decision-making.