

Job Applicant Privacy Notice

Allport Cargo Services Ltd

Data Controller: Allport Cargo Services Ltd (ACS)

As part of any recruitment process, ACS collects and processes personal data relating to job applicants. ACS is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Summary

The information that you are about to submit is electronically held and processed by Sage Business Cloud People, who provide Applicant Tracking Software for ACS. Sage Business Cloud People act as a data processor by providing an online recruitment solution which companies can use for their recruitment campaigns. Sage Business Cloud People will not do anything with your information which they are not instructed to do by ACS – the data controller. Sage Business Cloud People will not share your information with any third parties outside of our agreements.

By entering your personal information you are permitting ACS to access and use the information for recruitment purposes or as they state. Should this company be part of a larger group, the other companies within this group will have access to your personal information.

Your data will be saved periodically before you reach the end of the application form. This is to help you if you want to complete the form over a number of visits and to limit data loss as a result of a technical issue such as an accidental browser closure or a loss of internet connection.

Sage Business Cloud People will store your details for a retention period of 6 months set ACS and your personal information will be deleted automatically once the data retention period is reached.

Should you wish to remove your details prior to automatic deletion or for any other queries about how your information is handled, please contact ACS directly.

What information does ACS collect?

ACS 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 ACS needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and



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- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.
- Interview notes and test/ assessment results

ACS 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, including online tests.

ACS will also collect personal data about you from third parties, such as references supplied by former employers.

ACS will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email) and with hiring managers.

Why does ACS process personal data?

ACS 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, ACS 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.

ACS 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 ACS to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. ACS may also need to process data from job applicants to respond to and defend against legal claims.

ACS processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

ACS processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, ACS is obliged to seek information about criminal convictions and offences. Where ACS seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

ACS will not use your data for any purpose other than the recruitment exercise for which you have applied.



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If your application is unsuccessful, ACS will keep your personal data on file in case there are future employment opportunities for which you may be suited. ACS 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 and IT staff if access to the data is necessary for the performance of their roles.

ACS will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. ACS will then share your data with former employers to obtain references for you.

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

How does ACS protect data?

ACS 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. Further information can be found in the Data Protection Policy.

For how long does ACS keep data?

If your application for employment is unsuccessful, ACS will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow ACS to keep your personal data on file, ACS will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

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 ACS to change incorrect or incomplete data;
- require ACS 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 ACS is relying on its legitimate interests as the legal ground for processing; and



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- ask ACS to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override ACS's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact via email human.resources@uk.allportcargoservices.com or telephone 01895 206101. You can make a subject access request by completing ACS's Subject Access Request Form.

If you believe that ACS 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 ACS during the recruitment process. However, if you do not provide the information, ACS may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Some of ACS's recruitment processes are based solely on automated decision-making. This is specifically for qualifying purposes for Right to Work in the UK and for LGV Drivers where it is a requirement of the role to have a LGV licence.

If you have any questions regarding to the detail of this Privacy Notice, please contact our Human Resources Department via email human.resources@uk.allportcargoservices.com or telephone 01895 206031.