

Privacy Notice – Job Applicants

Data Controller: Gungho Marketing Ltd, Stowey House, Poundbury, Dorchester, Dorset, DT1 3SB. Telephone 0203 326 8150

Data Protection Officer: Jess Burns, Gungho Marketing Ltd, Stowey House, Poundbury, Dorchester, Dorset, DT1 3SB. Telephone 0203 432 2940 Email jess.burns@gunghomarketing.co.uk

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

What information do we collect?

The Company collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone numbers;
- 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 the Company needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK;

We collect 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.

In some cases, we may also collect personal data about you from third parties, such as references supplied by former employers, information from employment agencies or online jobsites, and employment background check providers. We will not seek information in relation to references or employment background checks until we have made you a job offer and this has been accepted.

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).

Why does Gungho Marketing process your personal data?

We need 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, the Company 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.

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

Where the Company 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 job applicants, employees or workers and has concluded that they are not.

The Company 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.

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

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.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with our payroll department, managers who will be involved in the onboarding process at the start of your employment, former employers to obtain references for you and employment background check providers to obtain necessary background checks.

We will not transfer your data outside the UK.

How do Gungho Marketing protect data?

The Company 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.

Where the Company engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

How long do Gungho Marketing keep data?

If your application for employment is unsuccessful, the Company will hold your data on file for six months after the end of the relevant recruitment process, at the end of which it will be deleted or destroyed as appropriate.

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 the Company to change incorrect or incomplete data;
- require the Company 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 the Company is relying on its legitimate interests as the legal ground for processing; and
- ask the Company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Company's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Jess Burns, Data Protection Officer using the email address jess.burns@gunghomarketing.co.uk. If you believe that the Company 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 the Company during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and references that meet with our satisfaction.

Automated decision-making

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

April 2021