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## Job Applicant Privacy Notice

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### **Prospective staff of Innovation Gateway Limited (The Company)**

#### **Personal Data Collected**

The Company collects and processes personal data and sensitive personal data about prospective staff. Initial information is usually collected during the recruitment process, through CVs and cover letters, information is also gathered from correspondence with you; or through interviews, meetings or other assessments. If you are appointed, the personal data and sensitive personal data you have provided may be used in relation your employment, and more will be requested with the offer of a role with us.

The organisation seeks information from third parties, for example references from former employers, with your consent only.

The personal data held about prospective staff may be as follows:

- Direct personal identifiers such as title, name, date of birth, residential address, personal e-mail address and personal telephone numbers.
- The terms and conditions of your prospective employment.
- Details of your proposed schedule (days of work and working hours) and attendance at work.
- Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers.
- Nationality and evidence of entitlement to work in the UK.
- Sensitive data regarding criminal records, gender and about health and disabilities in relation to declarations regarding occupational health.

#### **Use of Personal Data**

The Company processes personal data about prospective staff for the following purposes:

- Managing recruitment processes effectively, to help with workforce planning, ensuring we hire the right people with the right skills, planning for career development and defending against legal claims, for example discrimination.
- Preventing and detecting crime.
- Compliance with legal obligations such as right to work in the UK.
- Keeping in contact with you about your application.
- Provision of wellbeing and support services and meeting obligations under health and safety law, and employment law in relation to those with disabilities or health issues

The Company processes sensitive personal data about staff for the following purposes:

- Managing obligations in accordance with Equal Opportunities legislation where appropriate.
- Provision of occupational and wellbeing services to staff.

## **Internal Management of Personal Data**

Staff personal data is only shared between colleagues who legitimately require the information to carry out their duties.

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

## **Sharing Staff Data with Third Parties**

The Company will not share the personal data or the sensitive personal data of prospective employees with any third parties.

## **Data Retention**

Your data is retained only as long as is necessary for the purpose for which it was collected or as is required by law.

Retention periods are as follows:

- If you are subsequently employed please see our Employee Privacy Notice which can be found in the Staff Handbook.
- Recruitment records of unsuccessful candidates – six months unless you give us explicit consent to retain them for longer in case another suitable role becomes available.

## **General Information**

### **The Lawful Basis for Processing Personal Data**

The lawful basis for processing personal data will depend on the purpose for which the data is being used. In all cases data will only be processed by the Company if one of the following applies:

- Contract – When you enter into a contract with the Company, the personal data you provide will be used for the purposes of fulfilling the obligations of that contract.
- Legal Obligation – Personal data will be processed if necessary to enable the Company to comply with a professional, legal or regulatory obligation such as the retention of personal data to comply with HMRC regulations.

- Legitimate Interests – the Company may process personal data lawfully where it is in our legitimate interest to do so and where it would not override the rights of individual data subjects.
- Consent – individuals may occasionally be asked for permission to process their personal data for specific purposes. Such purposes are described in detail and individual subjects are provided with information about how to withdraw their consent.

## Where Personal Data is Processed

The personal data we collect is processed in the UK and European Economic Area and is, therefore, protected by the UK and EEA data privacy laws.

## Security and the Protection of Personal Data

We take the security of our information and systems extremely seriously. All personal information that is collected, whether electronically, on paper, or by other means, is protected appropriately in line with data protection obligations.

Controls and measures are in place to minimise loss or damage of personal data through accident, negligence or deliberate actions. Staff also protect sensitive and confidential data when storing or transmitting data electronically.

Our security controls are under frequent evaluation to manage risks to the confidentiality, integrity and availability of your personal information.

## Contact

If you have any queries or comments about this privacy notice or how and why personal data is processed please contact:

Lucia Gunn  
Finance & HR Director  
1/F 228/240 Banbury Road  
Oxford. OX2 7BY

Email: [finance@innovationgateway.com](mailto:finance@innovationgateway.com)

Telephone: 01865 597655

## Individual Rights and How to Exercise Them

Individuals have specific rights over their personal data gathered and processed by the Company as described below:

**Right of Access** – Individuals have a right of access to their personal data held by the Company – a Subject Access Request. Please write to the Finance & HR Director at the above address to make such a request.

**Right to request that your personal information is amended** – to update your personal information, please write to [finance@innovationgateway.com](mailto:finance@innovationgateway.com). We will update personal details as soon as practicable possible following receipt of a request.

**Right to be ‘forgotten’ or to request erasure** – an individual may ask that their personal data is removed or deleted if there is not a compelling reason for the Company to retain it. Please contact the Finance & HR Director at the above address if you wish to request that your data is removed.

**Right to withdraw consent** – Where personal data is processed under the lawful basis of consent, an individual has the right to withdraw consent to that processing at any time. To withdraw consent, please email us at [finance@innovationgateway.com](mailto:finance@innovationgateway.com).

**Right to data portability** – an individual may request a copy of their personal information in a format that would allow it to be transferred to another company in a safe and secure way. For further information, please contact the Finance & HR Director at the above address.

**Right to restrict data processing** – an individual may request that the processing of their personal information is restricted. The Company may retain the personal information in such circumstances, but will ensure it is not used for the purposes that have been restricted.

**Right to object** – an individual may object to the processing of their personal information where it is being processed for our legitimate interests. For more information, please contact the Finance & HR Director at the above address.

## Changing Privacy Laws

The Company recognises that the transparency of data processing is extremely important. This privacy statement will be kept under regular review to ensure it complies with current data protection laws.

This Privacy Statement was last updated on 25 May 2018.

## Complaints

We take great care to comply with the laws governing the protection of personal data. If, however, you do want to complain about our use of personal data, please send an email with the details of your complaint to Finance & HR Director and we will look into your concerns.

You have the right to bring your concerns to the attention of the Information Commissioner’s Office. For more information about how to complain to the ICO, please refer to the ICO website.