Job Applicant Privacy Notice

Fairley Gunn Group Limited and the businesses within the Group (referred to as "Fairley Gunn Group Limited" or "the company" throughout this notice) collect and process personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information does the company collect and how?
Fairley Gunn Group Limited and the businesses within the Group collect 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 from interviews and phone-screenings you may have; information about your salary expectations; and information about your entitlement to work in the UK. Where you choose to provide it, we may also collect information about reasonable adjustments required for the recruitment process. We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other methods of assessment. We may also collect personal data about you from third parties, such as references supplied by former employers. We will usually seek information from third parties only once a job offer has been made, unless you have given prior written consent for us to contact referees earlier in the process. Data will be stored in a range of different places, including on your application record, in our HR management systems and our email system.

Why does the company process personal data?
Fairley Gunn Group Limited and the businesses within the Group collect and process your data for a number of purposes and where we have a legal basis to do so, as follows. The company 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 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. In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts. Fairley Gunn Group Limited and the businesses within the Group may process information about whether or not applicants are disabled so we can make reasonable adjustments for candidates who have a disability. We will not use your data for any purpose other than the recruitment process of which you are a part, unless you have agreed that we may contact you about future suitable vacancies during the retention period.

Who has access to data?
Your information may be shared internally within the company for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, and managers in the business area with a vacancy. We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references. In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

How does the company protect data?
Fairley Gunn Group Limited and the businesses within the Group take the security of your data seriously. We have 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 personnel in the proper performance of their duties.

For how long does the company keep data?
If your application for employment is unsuccessful, we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed unless we need to retain it for longer to exercise or defend any legal claims. 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 employee data is held will be provided to you in a separate privacy notice.

Your rights
As a data subject, you have a number of rights under data protection law. You can: access and obtain a copy of your data on request; require us to change incorrect or incomplete data; require us to delete or stop processing your data where it is no longer necessary; object to the processing of your data where we are relying on legitimate interests as the legal ground for processing; or ask us to transfer your data to another organisation. If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact careers@fairleygunngroup.com. If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner's Office at https://ico.org.uk/.

What if you do not provide personal data?
You are under no statutory or contractual obligation to provide data to Fairley Gunn Group Limited and the businesses within the Group during the recruitment process. However, if you do not provide the information, we may not be able to process your application.