



1 SCOPE AND PURPOSE

As part of any recruitment process, Total Solutions Technology (TST) collects and processes personal data relating to job applicants. TST is committed to being transparent about how it collects and uses data and to meeting its data protection obligations.

This notice applies to persons in starting or in the process of making a job application to TST. The wording in this notice reflects the requirements of The Data Protection Act 2018, regarding General Data Protection Regulation (GDPR.)

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2 USEFUL CONTACTS

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Data Protection Officer for TST

Tyler Simon, Head of People and Quality

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5-6 Amor Way, Letchworth Garden City
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3 WHAT INFORMATION DOES TST COLLECT?

TST collects a range of information about applicants including:

- 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 TST needs to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the UK.
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

TST 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.

TST will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. TST will seek information from third parties 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.)

4 WHY DOES TST PROCESS PERSONAL DATA?

TST needs to process data to take steps at your application 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, TST 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.



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

TST 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.

For some roles, TST is obliged to seek information about criminal convictions and offences. Where TST 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.

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

5 WHO HAS ACCESS TO DATA?

Your information will be shared internally for the purposes of the recruitment exercise. This includes the compliance officer, 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.

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

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

6 HOW DOES TST PROTECT DATA?

TST 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.

7 FOR HOW LONG DOES TST KEEP DATA?

If your application for employment is unsuccessful, TST will hold your data on file for one month after the end of the relevant recruitment process. If you agree to allow TST to keep your personal data on file, TST will hold your data on file for a further two months for consideration for future employment opportunities. At the end of that period, 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.



8 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 TST to change incorrect or incomplete data.
- Require TST 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 TST is relying on its legitimate interests as the legal ground for processing.
- Ask TST to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override TST's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Data Protection Officer at TST, listed above. If you believe that TST has not complied with your data protection rights, you should contact the Information Commissioner's Office.

9 WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

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