



GDPR Recruitment Privacy Notice

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Data protection privacy notice

We are committed to protecting your personal information and ensuring we respect your privacy. This Privacy Notice explains how we will look after and use any personal information that we collect about you.

What is personal information?

Personal information means any information about you from which you can be identified. Examples of personal information include your name, home address, national insurance number, date of birth, telephone number and e-mail address but it also includes other pieces of information which can be used to identify you, either directly or indirectly, such as a cookie.

Who we are

Bovill Limited is the Controller of the personal information you provide to us. If you have any questions about this Privacy Notice or the information we hold about you please contact, Christopher Ireland using the details set out below:

Full name of legal entity: Bovill Limited

Name or title of DPO or relevant contact: Christopher Ireland

Email address: cireland@bovill.com

Postal address: 82 Blackfriars Rd, London, SE1 8HA

Contact telephone numbers: 020 7620 8440

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. We would however appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.

What types of information do we use?

We collect information during the course of your application to join Bovill Limited the information which we collect, use, store and transfer about you are:

- **Name**
- **Home address**
- **Work address**
- **Date of birth**
- **NI number**
- **Sample of signature**
- **Salary details**
- **Bank details**
- **Personal email**
- **Work email**
- **Qualifications**
- **Gender**
- **Photos**
- **Data subjects opinion**

Our careers are not intended for children and we will not knowingly collect any data related to children.

We do not collect any special categories of personal data. This includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic or biometric data.

Consequences of not providing some types of information

Where we need to collect your personal information for recruitment purposes, and you fail to provide that information when requested or at application stage, we may not be able to proceed with your application. In this case we may have to withdraw your application.

How do we collect information about you?

Typically we will collect information from you when you contact us directly or provide information in relation to career opportunities at Bovill. We collect information from and about you in the following ways:

Through **direct interactions** when you give us your personal information by filling in forms or during correspondence with us. This includes when you:

- Apply for a job
- Subscribe to our emails
- Create an account on the careers site
- Meet with us in person or talk to us face to face
- Talk to us through other online platforms
- Complete questionnaires, for example to give us feedback

Through **using our website** when we collect information using cookies or similar technologies which tell us about your equipment, browsing actions and patterns.

How we will use your personal information

We only obtain, use and keep personal information where we need it for a specific purpose. We set out below the ways in which we plan to use your personal information. We are only able to use your personal information if we have a proper legal reason or basis for doing so. This is called a legal basis and the regulations require that we have a legal basis so that your privacy is protected. Most commonly we will use your information in the following ways:

- Assess your suitability for employment for the role for which you are applying, as well as future roles that may become available
- Perform administrative functions (e.g. where applicable refunding interview expenses)
- Perform analysis of our applicant pool in order to better understand who is applying to positions at Bovill and how to attract top talent
- If you register or apply via our careers site, we will enter you into a database to receive future mailings about Bovill positions and events
- Transfer your contact information (only) to our Applicant Tracking System (ATS)—a site that we maintain to notify you about new positions that may be of interest to you. Your contact information will be used by the ATS to send you future position alerts and invitations to Bovill recruiting events.
- We have asked for, and you have provided, **consent** to use your information. **Please note that you can withdraw your consent at any time – this is part of how the law protects your interests.**

Who we share your information with

We may need to provide information to third parties for a variety of reasons, for example, we may need to provide information to assist in the detection or prevention of crime or for the purpose of safeguarding national security. Please refer to the 'How we will use your personal information' which explains how we use your data. The third parties we may share your information with are as follows:

- Workable (Our Applicant Tracking System)
- Clients
- Experian (Background checking)

Sending your information outside of the EEA

The regulations which have been put in place to protect your privacy apply throughout the EEA. As explained in the section above we may send your information to other third parties who are based outside of the EEA, however we will only share your information with them because the following safeguards have been put in place:

- The country we send your information to is deemed to provide an adequate level of protection by the European Commission
- The information is being transferred between organisations which are engaged in the same economic enterprise, or within our corporate group, and we have an agreement in place which sets out how your privacy will be protected
- The entities we may transfer your information may be based in the US and are part of the Privacy Shield which requires them to provide a similar level of protection to European standards

You can obtain further information on the specific mechanism used by us when transferring your personal information outside of the EEA from Chris Ireland on **020 7620 8440**.

Storing your information

Bovill continue to retain and use personal data collected during the recruitment process indefinitely in order to consider you for new positions, and, if appropriate, to refer back to an earlier application if you submit a CV or other information to Bovill again in the future, as well as for system administration, to perform research and analysis, and to invite you to events. You are able to ask for your data to be removed at any point.

Your rights

You are provided with a number of different rights under the data protection laws in relation to your personal information. These allow you:

- To access your information
- To request we correct your information
- To request that we erase your information
- To object to the processing of your information
- To request a restriction in the processing of your information
- To request a transfer of your information
- To withdraw your consent.

If you wish to exercise any of these rights please contact Chris Ireland on telephone 020 7620 8440. Please note that you will not have to pay a fee to access your personal information or to exercise any of the other rights. We may, however, charge a reasonable fee if your request is clearly unfounded, repetitive or excessive or we may refuse to deal with your request. We may also need to seek further information from you to confirm your identity before we release any personal information. This does not affect your right to make a complaint.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. We would however appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.

Security

We have put in place appropriate security measures to protect your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have a procedure to deal with any suspected personal data breach and will notify you, and relevant regulators, where we are legally required to do so.

To view Bovill's entire GDPR policy please [click here](#)