

## **HR Privacy Notice**

### **Job applicants, current and former Pure Innovations employees and volunteers**

Pure Innovations is the data controller for the information you provide during the recruitment process unless otherwise stated. If you have any queries about the process or how we handle your information, please contact [hr.team@pureinnovations.co.uk](mailto:hr.team@pureinnovations.co.uk)

### **What will we do with the information you provide to us?**

All of the information you provide during the recruitment process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements, if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

### **What information do we ask for, and why?**

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for, but it might affect your application if you don't.

### **Where do we get your information?**

We get information from:

- Yourself
- The references you supply

### **Application stage**

If you use our online application system, this will be collected by a data processor on our behalf (please see below).

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all of this information.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our recruitment team, including hiring managers, in a way which can identify you. Any information you do provide will be used only to produce and monitor equal opportunities statistics.

### **Shortlisting**

Our hiring managers shortlist applications for interview. They will be provided with your name and contact details, in order to invite you to interview, if shortlisted. They will not be provided with your equal opportunities information, if you have provided it, unless this is required to make reasonable adjustments during the selection process.

### **Assessments**

We might ask you to participate in a telephone interview, an assessment day, complete tests and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by Pure Innovations.

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be retained by our HR department for a period of six months. If you say yes, we would proactively contact you should any further suitable vacancies arise.

### **Conditional offer**

If we make a conditional offer of employment, or volunteering opportunity we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom, enhanced DBS check, (for the majority of pure positions), and seek assurance as to your trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies
- Proof of your qualifications, where relevant, – you will be asked to attend our office with original documents, we will take copies
- You will be asked to complete a criminal records declaration to declare any unspent convictions.
- We will provide your details to Civil and Corporate to check this in order to process an enhanced Criminal Record check via the Disclosure and Barring Service, which will verify your declaration of unspent convictions.
- We will contact your referees, using the details you provide in your application, directly to obtain references
- We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work. This may result in a referral and sharing of information to our Occupational Health provider. We will inform you that we are doing this.

If we make a final offer, we will also ask you for the following:

- Bank details – to process salary payments
- Details to join the pension scheme
- Emergency contact details – so we know who to contact in case you have an emergency at work

### **Post start date**

When you commence your employment we may ask for:-

- Driver license, including on-line checks, MOT and appropriate vehicle insurance, (where you are recruited into a position where you are ‘driving for work purposes’)
- We may share personal information to our Employee Assistance Programme, this will always be with your consent
- Where identified and appropriate we may refer and share your information to our Occupational Health provider, this will be with your consent

### **Upon successful completion of probationary period for employees**

- Personal details to process your health benefit with a third party, if chosen

## **Use of data processors**

Data processors are third parties who provide elements of our recruitment service for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

## **Bright HR and SAGE**

If you accept a final offer from us, some of your personnel records will be held on Bright HR and SAGE which is an internally used HR and Payroll records system.

## **How Long do we store your data?**

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary, in line with our Data Retention/Destruction Policy.

## **Transferring your information outside of the European Union (EU)**

We will not transfer your information outside of the EU

## **How we make decisions about recruitment?**

Final recruitment decisions are made by hiring managers and members of our recruitment team. All of the information gathered during the application process is taken into account.

You are able to ask about decisions made about your application by speaking to your contact within our recruitment team or by emailing [hr.team@pureinnovations.co.uk](mailto:hr.team@pureinnovations.co.uk)