

RECRUITMENT PRIVACY POLICY

As part of our recruitment process, Robinsons Group hereinafter referred to as 'Robinsons' and 'the company', collects and processes personal data relating to job applicants. The company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. We 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 designated employees in the proper performance of their duties.

1) WHAT INFORMATION DO WE COLLECT?

Robinsons collects a range of information about you. This includes:

- Your name, address, and contact details, including email address and telephone number.
- Your nominated emergency contact details.
- 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 the organisation needs to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the UK.

Robinsons may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents or collected through interviews or other forms of assessment during the recruitment process.

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).

2) WHO HAS ACCESS TO DATA?

Your information may be shared internally for the recruitment exercise. This includes members of the HR and Recruitment Team, Interviewers involved in the recruitment process.

We will not share your data with third parties unless your employment application is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background checks providers to obtain necessary background checks. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

3) WHY DOES ROBINSONS PROCESS PERSONAL DATA?

We need to process data to take steps at your request before entering a contract with you. We may also need to process your data to enter a contract with you. In some cases, we need to process data to ensure that we are complying with its legal obligations, for example, it is mandatory to check a successful applicant's eligibility to work in the UK before commencing employment with the company.

Robinsons 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.

Robinsons may process special categories of data, such as information about ethnic origin, sexual orientation, and religion/beliefs to monitor recruitment statistics. If disclosed, we will also hold information about whether applicants are disabled, this will allow us to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights about employment.

4) HOW LONG DOES ROBINSONS KEEP DATA?

If your employment application is unsuccessful, the organisation will hold your data on file for 30 days after the end of the relevant recruitment process. If your application results in an interview with the organisation and this were unsuccessful, we will hold your data on file for 6 (six) months for consideration for future employment opportunities. At the end of that period, or if you withdraw your consent before that period, your data is deleted or destroyed. We will ask for your consent before we keep your data for this purpose, and you are free to withdraw your consent at any time by emailing recruitment@robinsons-group.com.

If your employment application is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper-based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

5) YOUR RIGHTS

As a data subject, you have several rights. You can:

- Access and obtain a copy of your data on request.
- Require the organisation to change incorrect or incomplete data.
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for processing.
- Object to the processing of your data where Robinsons is relying on its legitimate interests as the legal ground for the processing.

If you would like to exercise any of these rights, contact: recruitment@robinsons-group.com.

6) WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

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

DOCUMENT HISTORY

VERSION NUMBER	DATE OF AMENDMENT	DESCRIPTION OF CHANGE	CHANGED BY
V 1.0	02/12/2019	The original document compiled by Sarah Warbeck (PA to Directors), reviewed by Kelly Alder (QHSE Manager) and authorised by Ryan Brown (Managing Director)	Kelly Alder
V 2.0	04/10/2020	Recruitment Privacy policy has been updated from Robinsons Scotland Limited to Robinsons Group.	Sarah Warbeck
V 2.1	16/02/2021	Version 2 was revised to include the new recruitment email address.	Sarah Warbeck