Data Protection Privacy Notice (Recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the registration & application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information

The recruitment businesses operating under 'Rocket Staffing Group' are 'data controllers' and we gather and use certain information about you. This information is also used by our affiliated entities and group companies, further information can be obtained via our website www.rocketstaffing.co.uk and so, in this notice, references to 'we' or 'us' mean the Company and our group companies.

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection (placement) policy.

About the information we collect and hold

We may collect the following information throughout the recruitment process depending upon the job role applied for and the sector in which you have applied to work:

- Your name and contact details (i.e. address, home and mobile phone numbers, email address);
- Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests;
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- Information regarding your criminal record;
- Details of your referees;
- Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;
- Information regarding your academic and professional qualifications;
- Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs);
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;
- Proof of address;
- Copies of your insurances as applicable;
- A copy of your driving licence.
- Where you are interviewed by video conferencing this may be recorded and / or screen shot.

Please note that this list is not exhaustive and may vary depending upon the role applied for, the sector in which that role operates and any specifics requested by the client where the role is located.

How we collect the information

We may collect this information from you, your referees (details of whom you will have provided), your education provider, the relevant professional body, Disclosure Scotland, the Disclosure and Barring Service (DBS) and the Home Office.

Why we collect the information and how we use it

We will typically collect and use this information for the following purposes other purposes that may also apply are explained in our Data Protection Policy:

- to qualify your ability to perform a particular role;
- to qualify our skills, experience and qualifications;
- to take steps to enter into a contract;
- for compliance with a legal obligation (e.g. our obligation to check that you are eligible to work in the United Kingdom);
- for the performance of a task carried out in the public interest; and
- for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.
- To provide you with work finding services

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

How we may share the information

As part of a Group of recruitment agencies we may share your data with other internal Group Companies depending upon the job role you are applied for or are engaged in.

We may need to share some of the above categories of personal information with other parties, such as clients & companies who have job roles that you are interested in or wish to apply to work for, trade associations such as the REC, external payroll bureaus (but only as relevant and applicable to the role applied for), HR consultants, third part auditors and professional advisers. Depending upon the purpose and recipient of the information it may be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

Sensitive personal information and criminal records information

Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are available from our HR Department at hr@jarell.co.uk

Where information may be held

Information may be held at our offices and those of our group companies, and third-party agencies, service providers, representatives and agents as described above.

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How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. This depends on the nature of the service that we are proving you with. How long we keep your information will depend on whether you are engaged by us at one of our clients or not, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but in a secure manner.

As a recruitment business we offer work finding services and therefore your information may be held on our database for a period of up to 2 years whilst we seek to secure you work which we may contact you about. At any point you can request to have your information removed other than what we are required to retain by law.

Your rights to correct and access your information and to ask for it to be erased

Please contact our HR Department on hr@jarell.co.uk if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask HR Department for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our HR Department will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that our HR Department can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at https://ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.