

Link Controls Ltd.

Registered Office

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PRIVACY NOTICE

Job applicants, current and former employees

Link Controls Ltd is the data controller for the information you provide during the recruitment process, and during and after your employment.

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 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?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

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.

Application stage

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.

Assessments

We might ask you to complete tests or and/or to attend an interview. 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 Link Controls.

Conditional offer

If we make a conditional offer of employment 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 and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to provide original documents, we will take copies.
- Proof of your qualifications – you will be asked to provide original documents, we will take copies.
- We will contact your referees, using the details you provide in your application, directly to obtain references

Post start date

We will ask you to provide

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

HMRC

Your details will be provided to HMRC. Details provided to HMRC will be your name, address, National Insurance number, date of birth, start date, salary, details of any benefits in kind which you are receiving, the tax code we have used and taxes we have deducted.

NEST

Your details will be provided to NEST who we have chosen as our workplace pension scheme to meet our employer duties. You will be auto-enrolled into the pension scheme. Details provided to NEST will be your name, address, date of birth, National Insurance number and salary.

How long is the information retained for?

If you are unsuccessful at any stage of the recruitment process, the information you have provided until that point will be retained for 6 months.

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. Thereafter we will retain the following core information – your

name, National Insurance Number, date of birth, start and end dates and the position(s) you held at the Company.

Equal opportunities information is retained for 6 months following the closure of the campaign whether you are successful or not.

Your rights

Under the General Data Protection Regulations, you have rights as an individual which you can exercise in relation to the information we hold about you:

1. Right of access – you have the right to see the personal data we hold about you. You should direct your request for information to the address below.
2. Right to rectification – you have the right to have the information corrected if it is inaccurate or incomplete.
3. Right to erasure – you have the right to have your data erased if the data is no longer necessary in relation to the purpose for which it was originally collected, or if you withdraw consent
4. Right to restrict processing – you have the right to block processing if you are contesting the accuracy of the data, or you object to processing
5. Right to object – you have the right to object to processing on grounds relating to your particular situation.

Should you require any further information about your specific rights, please refer to the Information Commissioners Office website at www.ico.org.uk

Should you wish to exercise any of the above rights, please either email legal@linkcontrols.co.uk or write to us at the address below.

Complaints or queries

Link Controls Ltd try to meet the highest standards when collecting and using personal information. We take any complaints we receive about this seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of Link Controls' collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

If you want to make a complaint about the way we have processed your personal information, you can contact us at the address below.

Disclosure of personal information

We will not disclose your personal data without your consent, except if we are required to do so by law.

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 23 April 2018.

How to contact us

If you want to request information about our privacy policy you can write to:

Link Controls Ltd
Stuart Road
Manor Park
Runcorn
WA7 1TS