

General Data Protection Regulation (GDPR)

and the

Data Protection Bill (to repeal and replace the Data Protection Act, 1998)

Privacy Notice - Job Applicants

Data Controller

Jurupa Resourcing Limited
Riverside, Mountbatten Way, Congleton, Cheshire, CW12 1DY

Person with responsibility for data protection compliance within the Company

Aaron Davies, Founding Director, who can be contacted via email at
adavies@jurupa.co

What information does Jurupa collect?

1. As part of its employee recruitment process, Jurupa Resourcing Limited (Jurupa, the Company) collects and processes personal data relating to job applicants. Jurupa is committed to being transparent about how it collects and uses the personal data of employees, and to meeting its data protection obligations.
2. Jurupa collects and processes a range of personal information about you. This includes -
 - Your name, home address, contact details (including email address and telephone numbers), date of birth, and gender
 - Details of your qualifications, skills, experience, and employment history including start and end dates of previous employments
 - Information about your current level of remuneration, and including information about your entitlement to related benefits and benefit entitlements
 - Whether or not you have a disability for which Jurupa needs to make reasonable adjustments during the recruitment process
 - Information about your entitlement to work in the UK
 - Information about any applicable criminal record

3. Jurupa collects this information in a variety of ways. For example, data might be collected through your CV or completed application form, obtained from your passport or other identity documents (eg driving licence), or collected through interviews or other forms of assessment.

Jurupa may also collect personal data about you from third parties. Jurupa will only do this with your prior consent, and as part of the Company making a job offer to you. Most commonly, this will include employment references supplied to Jurupa by your former employers.

4. Personal data about you will be stored in a number of different places. These include your application file, the Jurupa HR information system, designated recruitment platforms, and other Company IT systems, and the email system.

Why does Jurupa process personal data?

5. Jurupa needs to process data to take steps at your request prior to entering into an employment or related contract with you. It may also need to process your data to subsequently enter into an employment contract with you.
6. In some cases Jurupa needs to process personal data to ensure it is complying with its legal obligations. For example, it is required to check that you are entitled to work in the UK before employment starts.
7. In other cases, Jurupa 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 Jurupa to -
 - Manage external recruitment and internal promotion processes
 - Assess and confirm a candidate's overall suitability for employment
 - Decide to whom to offer a job or a promotion
 - Make reasonable adjustments for candidates who have a disability, as part of its obligations, and to exercise specific rights in relation to employment
 - Respond to, and defend, legal claims
8. For some roles, Jurupa is obliged to seek information about criminal convictions and offences. Where Jurupa seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.
9. Importantly, Jurupa will not use your data for any other purpose other than the recruitment opportunity for which you have applied.

In circumstances where Jurupa wishes to use your data in relation to other and/or future recruitment opportunities, it will only do this with your express written prior consent, which you are free to withdraw at any time.

Who has access to the data?

10. Your information may be shared internally, including with the Jurupa recruitment team, interviewers directly involved in the recruitment and assessment process, and other Managers with a direct interest in the appointment being made.
11. Jurupa will not share your data with third parties, other than if your application is successful and it makes you an offer of employment. In these circumstances, Jurupa will share your data with your former employers for the purpose of obtaining employment references for you, together with any required criminal records checks from the Disclosure and Barring Service. In these circumstances the data will be subject to appropriate confidentiality and non-disclosure arrangements.
12. Jurupa will not transfer your data to countries outside the European Economic Area (EEA).

How does Jurupa protect data?

13. Jurupa takes the security of HR-related data seriously. The Company uses internal policies and controls to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed other than by employees in the proper performance of their duties with Jurupa.
14. Within Jurupa, external employment recruitment and internal promotion decisions are not based solely on automated decision-making.

For how long does Jurupa keep data?

15. If your application for employment is unsuccessful, Jurupa will hold your data on file for 12 months after the end of the recruitment process. This is based on the retention period recommended by the Chartered Institute of Personnel and Development (CIPD).
16. If you agree to allow Jurupa to keep your personal data on file for the purpose of being considered for other or future employment opportunities with the organisation, Jurupa will hold your data on file for a further 12 month period. At the end of that period, or if you withdraw your consent for the retention of your personal data during the extended period, your data is permanently deleted and put beyond use.
17. If your application for employment is successful, your personal data gathered during the recruitment process will be transferred to your employment file, and retained during your employment with Jurupa. The periods for which your personal data will be held are set out in the Jurupa Privacy Notice for employees.

Your individual rights and responsibilities

18. As a job applicant you are under no statutory or contractual obligation to provide personal data to Jurupa during the recruitment process. Notwithstanding this, if you do not provide the requested information, Jurupa may not be able to process your application either properly, fully, or at all.
19. As a data subject, you have a number of rights. You can -
 - Access and obtain a copy of your personal data on request
 - Require Jurupa to change incorrect or incomplete personal data
 - Require Jurupa to delete or stop processing your personal data eg where the personal data is no longer necessary for the purposes of processing
 - Object to the processing of your personal data where Jurupa is relying on its legitimate interests as the legal ground for processing
20. If you want to exercise any of these rights, please contact Aaron Davies, Founding Director, Jurupa, via email at adavies@jurupa.co
21. If you believe that Jurupa has not complied with your data protection rights, you can complain to the Information Commissioner.