

Privacy Notice

1. Introduction

GSF Group (“GSF” or “we” or “organisation” or “our”) endeavours to ensure that the information that you submit to us remains private and that it is used only for the purposes described below. We aim to provide a safe and secure experience for all of our users. We make every effort to comply with our obligations in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). Additionally, we understand the importance of maintaining the confidentiality of your CV and other information stored about you.

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants as we use our own recruitment portal. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

2. What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number.
- 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; and
- Information about your entitlement to work in the UK.

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

3. Information we collect from other sources

The organisation may also collect personal data about you from third parties, such as references supplied by former employers or criminal record checks obtained via the Disclosure Barring Service (DBS). The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

4. Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

We rely on legitimate interest as the lawful basis on which we collect and use your personal data. Our legitimate interests are the recruitment of staff for the organisation. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

The organisation may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation 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.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

OR

If your application is unsuccessful, the organisation may keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

5. Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, hiring managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful, and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you and background check providers to obtain necessary checks needed for certain roles.

6. Cookie Policy

When you log onto or browse one of our websites, we may collect data about your general internet usage by using a cookie file. Cookies help us to improve our website and to deliver a better and more personalized experience to you. This data is used to analyse trends, to administer the website you are visiting, to track movement around the website and to gather general demographic data about our visitor base. You can find more information on the [cookies page](#).

7. Diversity Monitoring

We may collect information about you in accordance with our diversity and inclusion commitments and in accordance with local laws. This includes but is not limited to religious beliefs, race, sex, sexual orientation, and disability data. This information helps us analyse candidates and workforce diversity in connection with our commitment to diversity and inclusion. We will not use it to make decisions about your potential employment relationship with us. Where diversity monitoring is conducted with your consent, it may be withdrawn at any time.

8. How does the organisation protect data?

The organisation takes the security of your data seriously. It implements the reasonable administrative technical and organisational measures to ensure that all personal data is kept secure including security measure to prevent personal data from being lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties subject to 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

9. Where we store your personal data

We store your personal data in our own systems, it is stored in the UK.

The data that we collect from you and process may be transferred to, and within the European Economic Area ("EEA"). It may also be processed by staff operating in the EEA who work for us.

Data will be stored in a range of different places, including on interview forms, the Applicant Tracking system, HR management systems and on other IT systems (including email).

10. For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 12 (twelve) months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisation will hold your data on file for a further 12 (twelve) months for consideration for future employment opportunities. At the end of that period, we will contact you for if you wish to extend the agreement for a further 12 (twelve) months, if we do not hear back from you or once you withdraw your consent; your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment on the Applicant Tracking system. The periods for which your data will be held on your personnel file will be provided to you in a new privacy notice.

11. Your rights

As a data subject, you have a number of 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 the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.
- to know how and why your data is being used.
- receive personal data in a portable format to provide it directly to a third party.
- restrict the processing of personal data.
- withdraw the consent at any time.

If you would like to exercise any of these rights, please contact dataprotection@gsfgroup.com. We may need to request specific information from you to verify your identity and ensure your right to access the information. This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

If you believe that the organisation has not complied with your data protection rights, The General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <http://ico.org.uk/concerns/> or by telephone: +443031231113.

12. What if you do not provide personal data?

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

13. Automated decision-making

Recruitment processes are not based solely on automated decision-making.

14. Contact

All questions, comments and requests regarding this Privacy Notice should be addressed to dataprotection@gsfgroup.com.