



Our recruitment process – what information we hold about you

We may need to collect a range of information about you during the recruitment process. We categorise the information we collect about you for recruitment purposes in the following way:

Category	Description
Basic Personal Information	<ul style="list-style-type: none">your name, address, contact details (including email and telephone), date of birth, nationality, UK National Insurance number
Financial	<ul style="list-style-type: none">your bank account and sort code details (where applicable, to be able to pay salary / remuneration if an offer is accepted)
Employment	<ul style="list-style-type: none">details of your qualifications, skills, experience and employment historyinformation about your current level of remuneration, including benefit entitlementscontact details for your emergency contact persons, your nominated beneficiaries, next of kin or dependents for private medical cover
Special Categories of Personal Data	<ul style="list-style-type: none">if you have a disability for which we need to make reasonable adjustments during the recruitment processinformation about your entitlement to work in the UKCCJ or other potential criminal offence data obtained through our employment vetting processes
Personal Preferences	<ul style="list-style-type: none">your chosen employment benefits, such as childcare, gym subsidyany specific consents which we request and you provide to us during the process regarding how we may use your data (such as equal opportunities monitoring information)

How we obtain your personal information

We will generally collect your personal information from you directly during (and at different stages of) the recruitment process, for example in CVs, application forms and in interviews.

We may also obtain information about you from other organisations during the recruitment process. These include:

- our recruitment partners, such as if we receive your details via a recruitment agency
- our approved and contracted professional service suppliers who carry out employment vetting on our behalf. Such vetting may include screening against registers which record criminal and civil records, DBS, financial and credit history, residential history (including the electoral register), terrorist activity and money laundering
- references supplied by your former employer(s)
- fraud prevention agencies to assist us in the prevention and detection of crime

We will request information for employment vetting purposes only once we have made an initial job offer to you. We will inform you at the time when we will do this.

How we will use your personal information

Under data protection law we can only use your information if we have an appropriate reason and legal basis to do so. This section explains how we will use your personal information and our legal basis.

Reference to 'legitimate interest' below is a legal basis under data protection law where we have a genuine business reason to use your information. Where we rely on a legitimate interest, we explain what this is.

How we use your information	Our legal basis	Our legitimate interest
<ul style="list-style-type: none"> for recruitment and employment screening. Screening checks may include criminal and civil records, DBS, credit history, residential history, terrorist and money laundering 	<ul style="list-style-type: none"> to take steps necessary to enter into an employment contract with you our legitimate interests 	<ul style="list-style-type: none"> to ensure we recruit suitable employees and meet our regulatory obligations
<ul style="list-style-type: none"> to keep employment application records 	<ul style="list-style-type: none"> our legitimate interest 	<ul style="list-style-type: none"> being efficient about how we manage our records to respond to queries and claims relating to an application
<ul style="list-style-type: none"> to detect, investigate and prevent financial crime and other forms of crime 	<ul style="list-style-type: none"> our legal obligation our legitimate interests 	<ul style="list-style-type: none"> to protect us and our employees from crime. Further information about this is provided below under Preventing Fraud and Financial Crime
<ul style="list-style-type: none"> to ensure we comply with our legal and regulatory obligations as an employer, such as checking an applicant's eligibility to work in the UK 	<ul style="list-style-type: none"> our legal obligation 	
<ul style="list-style-type: none"> for equal opportunities purposes. We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to fulfil our obligations and exercise specific rights in relation to employment. 	<ul style="list-style-type: none"> our legal obligation 	

Special categories of information

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary to carry out our obligations and exercise specific rights in relation to employment.

Information about other individuals

If you provide us with personal information about other individuals as part of the recruitment process, such as an emergency contact or details about a beneficiary or next of kin, you should inform those individuals that you have given us their information for that purpose.

Who we share your personal information with

If your application for employment is successful and we make you an offer of employment, we will share some of your data with former employer(s) to obtain references about you, as well as our approved suppliers who carry out employment vetting for us via Disclosure Scotland (if resident in Scotland) or Disclosure and Barring Service (if resident in the UK) to undertake any necessary criminal records checks.

Retaining your personal information

If your application for employment is unsuccessful, or if you do not accept an offer of employment from us, we will hold your data on file for six months from the end of the recruitment process in case there are future employment opportunities for which you may be suited. You are free to withdraw your consent to us retaining your data for this purpose at any time.

If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Your privacy rights

You have a number of rights in respect of the personal information we hold about you. If you wish to exercise any of your rights please contact us at the above address, or contact our Data Protection Officer at DPO@heartwoodgroup.co.uk.

As a data subject, you can:

- request access and obtain a copy of your personal data;
- request Heartwood to change incorrect or incomplete data;
- request the Heartwood to delete or stop processing your data, for example if we no longer need to keep the data;
- object to our processing of your data where we are relying only on our legitimate interests as the legal basis for processing it; and
- ask the Heartwood to stop (or restrict) processing your personal data if you consider it factually inaccurate, or there is a dispute about it.

It's important to understand that the above rights do not apply in all circumstances. We will explain at that time if they are applicable or not. If you are unhappy with the way we process your personal information, you have a right to complain to the Information Commissioner's Office which enforces data protection laws in the UK: <https://ico.org.uk/>.

What if you do not provide personal data?

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

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.