

CCA Privacy Notice - Job Applicants

Company: CAD CAM Automotive LTD (CCA)

Company Number 8749625

Registered Office: Holbrook Lane, Coventry, CV6 4AW

Data controller: Cad Cam Automotive LTD

Data Processor: Human Resources

Privacy Notice for CAD CAM Automotive LTD

CCA are committed to protecting the privacy of your personal data. We will ensure that the information you submit to us is only used for the purpose set out in the body of this policy.

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

The Information We Collect and How we Use It

CCA 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 and salary expectations;
- Information about your entitlement to work in the UK;
- On occasions this may also include sensitive personal information.

This information is collected by CCA when you apply for job vacancies through our Applicant Tracking System (ATS). For example, data may be contained in your application, CVs, interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers. However the organisation will only seek this information once a job offer has been made to you, using referee details that you provide to us.

How We Store Your Information

This information will be stored in your application record on the ATS and hardcopy interview notes will be kept in a manual folder for job applicants.

Successful applicants that enter into a contract of employment with CCA will have their information transferred to a range of different places; including our HR information system, Electronic records on the HR shared drive, and a hardcopy HR file.

Why does the Organisation Process This Information?

The organisation needs to process applicant data to enable us to progress your job application, prior to entering into a contract with you where you are successful in obtaining a role.

The organisation also needs to process data to ensure that it is complying with its legal obligations. For example, ensuring a successful applicant's eligibility to work in the UK before employment starts.

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

Who Has Access to Data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes the HR team and the recruiting manager who will also be involved in the interview and recruitment process.

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.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

Applicant's data is stored within our Applicant Tracking System which forms part of the organisations HR Information System. This system is password protected and the ATS can only be assessed by the HR department in proper performance of

their duties. We take reasonable steps to ensure that your data is not lost, accidentally destroyed, misused or disclosed.

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 months after the end of the relevant recruitment process. At the end of that period 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. The periods for which your data will be held will be in line with our privacy notice for Employees.

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.

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.

Automated decision-making

CCA does not use Automated Decision in their recruitment process

Job Applicant Data Protection Rights

As a data subject, you have a number of rights under the GDPR. 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;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the CCA's HR Department on HR@cad-cam-automotive.co.uk.

How to Complain

If you believe that the organisation has not complied with your data protection rights, or if you are unhappy with how we have used your data then you can contact the Information Commissioners Office:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113

Internet

Given that the internet is a global environment, using the internet to collect and process personal data necessarily involves the transmission of data on an international basis. Therefore, by browsing our website and communicating electronically with us, you acknowledge and agree to our processing of personal data in this way.

How we use cookies

A cookie is a small file which asks to be placed on your computer's hard drive. After you agree, the file is added, helping analyse web traffic or letting you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. Cookies gather and remember information about your preferences, tailoring your online experience around your likes and dislikes. We use cookies to analyse the data on our site and see which pages are being used. This helps us improve our website. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us have a better website, by monitoring what you find useful and what you do not. A cookie does not give us access to your computer or any information about you. You can choose to accept or decline cookies. Some browsers automatically accept cookies, but you can change your settings to decline cookies if you so wish. This may prevent you from having the best possible experience on our website.

Links to other websites

We might link to other websites that we find interesting or that we might find useful.

However, once you click on these links to leave our site, you accept any consequent risk, as we have no control over other websites. We are not responsible for the protection and privacy of any information which you provide whilst visiting sites that are not our own, as such sites are not governed by this privacy statement.

Changes to Our Privacy Policy

This Privacy Policy may be changed by CCA at any time. If we change our Privacy Policy in the future, updates can be found on our website. Continued use of this website or our services after such changes will constitute your acceptance of such changes

Equal Opportunities

CCA is an equal opportunities employer and a company committed to diversity. This means that all job applicants and members of staff will receive equal treatment and that we will not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion, or age.

As part of our commitment to equal opportunities we may from time to time use information provided by you for the purpose of diversity monitoring. All such information will be used on an anonymised basis.