

Candidate Privacy Policy: The Claims Consortium Group v.0.1

INTRODUCTION

At Property Consortium UK Ltd t/a Claims Consortium Group (“the Group”), we are committed to protecting and respecting your privacy.

This policy explains when and why we collect personal information about you, how we use it, and the conditions under which we may disclose it to others and how we keep it secure. To be clear, if you are a member of Claims Consortium Group Staff, you should refer to the Claims Consortium Group Staff Privacy Policy which is available on intranet.

The Group, as an employer is a registered data controller and our Data protection (ICO) Registration Number is **Z878718X**. The Group will collect and use information about all candidates, third parties and other people whom we may contact in accordance with the data protection principles within the Data Protection Act 1998 and General Data Protection Regulation (GDPR – Regulation (EU) 2016/679).

It is important to note that we may amend this Candidate privacy policy from time to time. Please visit this page if you want to stay up to date.

WHAT INFORMATION WE COLLECT ABOUT YOU?

CANDIDATE DATA:

In order to carry out its duties as an employer and provide the best possible employment opportunities that are tailored to you, Claims Consortium Group must collect and process data.

By submitting your CV either in response to a specific position or as a general upload to our recruitment vacancies page, you are providing us with consent to use data contained within the document as a proportionate means of achieving a legitimate aim.

We are required to collect, store and use your personal data. This may include, but is not restricted to, the following:

- Name
- Curriculum Vitae
- Application Form – to include name, date of birth, contact details, education details, employment history, emergency contacts, restraints of trade, drivers licence endorsements etc.
- Immigration status
- Professional membership
- Salary and other benefit information
- CCTV footage
- Criminal conviction details
- Right to Work in the UK (Nationality)
- Sex/Gender
- Age

If you are provided with an offer of employment, you would also be subject (but not restricted) to the following checks:

- Employment Checks – at least two references of your most recent employer/s or study organisations which cover the last three years
- Experian Identity and Financial Adverse check (identity authentication for UK residents)
- Financial Sanctions check
- Academic and professional qualifications (relevant to job role)
- Personal details including any medical conditions and GP information such as name, address and telephone number.
- Driving licence details (for use of company car)
- DBS checks (relevant to job role)

THIRD PARTY DATA:

In order to carry out its duties as an employer, Claims Consortium Group works alongside employment agencies and businesses' collecting data. It is the employment agencies/businesses' responsibility to inform you that Claims Consortium Group is processing your information fairly and lawfully in the course of providing you with employment services.

We ensure all employment agencies/businesses' follow the Employment Agencies Act 1973 and reassure our customers that the data we collect is limited and only processed if Claims Consortium Group decides to proceed with any application. Retention of CV and additional information can be found in our Records, Retention and Protection Policy. Should you wish to request access to this, please notify a member of the HR Team who will provide you with further information.

OTHER DATA RECEIVED (REFEREES, EMERGENCY CONTACTS):

In order to provide you with suitable employment opportunities, we may request some background information. These personal details are requested so that we can get in touch with you either for a reference or because you have been listed as an emergency contact for one of our applicants or staff members.

HOW DO WE COLLECT YOUR PERSONAL DATA?

There are two main ways in which we collect your personal data:

1. Directly from you or through our website or job advertisements
2. From third parties or other publicly available sources

Claims Consortium Group needs to know certain information about you in order to provide a personalised service. This will enable us to provide you with the best opportunities. There are numerous ways you can share your information with us. These may include (but are not limited to):

- Entering your details on the Claims Consortium Group website vacancies page. You can either utilise the application form as part of the registration process or upload your CV that is specific to a certain job role;
- Leaving a hard copy CV at any Claims Consortium Group recruitment event, job fair or office;
- Emailing your CV to a member of the HR Team at Claims Consortium Group
- Applying for jobs through a job aggregator, which then redirects you to the Claims Consortium Group website;

We also receive personal data about candidates from other sources. Depending on the relevant circumstances, these may include personal data received in the following situations:

- Your referees may disclose personal information about you;
- Our third parties may share personal information about you with us;
- We may obtain information about you from searching for potential candidates from third party sources, such as LinkedIn and other job sites;
- If you 'like' our page on Facebook or 'follow' us on Twitter we will receive your personal information from those sites.

HOW WILL WE USE YOUR PERSONAL DATA?

Once we have obtained personal data about you, we will process this in different ways:

Recruitment & On-boarding

Claims Consortium Group lists below various ways in which we may use and process your personal data for this purpose, where appropriate and in accordance with any laws and requirements (the information stated below is not exhaustive):

- Providing our recruitment services
- To maintain business relationship with candidates
- Checking whether you are legally entitled to work in the UK
- Assessing qualifications for a particular job
- To ensure your own safety and security
- Collecting your data from you and other sources, such as LinkedIn;
- Storing your details (and updating them when necessary) on our database, so that we can contact you in relation to recruitment;
- Assessing data about you against vacancies which we think may be suitable for you;
- Sending your CV to our hiring managers. If you are screened and selected, you will be invited to an interview
- Enabling you to submit your CV, apply online for jobs
- We may use your personal data for the above purposes if we deem it necessary to do so for our legitimate interests. If you are not happy about this, in certain circumstances you have the right to withdraw consent.

Employment Details

Please refer to our Staff Privacy Notice in relation to how data is used and stored. Should you require access to this, please notify a member of the HR Team.

DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

Claims Consortium Group will delete your personal data from our systems if we have not had any reasonable contact with you. If a direct CV submission occurs, the business will request permission to store your data for up to 1 year.

For those candidates whose services are provided via a third party (recruitment business/agency, recommend a friend or other), we will similarly retain your data for up to 1 year.

Should you wish to see our Record, Retention and Protection Policy in more detail, please do not hesitate to let us know.

WHAT RIGHTS DO I HAVE AS A CANDIDATE?

The General Data Protection Regulations main objectives is to protect and clarify the rights of EU citizens and individuals in the EU with regards to data privacy. As a candidate/individual, you retain various rights in respect of your data.

To find out more about your rights, please write to or email:

Head of Information Security & Privacy (Privacy Office)
Nightingale House
Taunton
Somerset
TA1 3EN

dataprotection@claimsconsortiumgroup.co.uk

We will seek to deal with your request without undue delay and in any event, within one month.