

## Evans Electrical Ltd

### Website, Employees and Candidates Privacy Notice

Evans Electrical Ltd (“We” and “Us”) respect your privacy and are committed to managing and safeguarding the information you provide to us. The purpose of this privacy notice is to inform you as to how we look after your personal data when you provide it to us

#### 1. Important information and who we are

##### Purpose of this privacy notice

This privacy notice aims to provide you with specific information on how we collect and process your personal data.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing your personal data to ensure that you are fully aware of how and why we are using your data. This privacy notice supplements all of our notices issued by Evans Electrical and is not intended to override them.

##### Controller

We are the Data Controller and we are responsible for your personal data.

You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues. We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please consider contacting us in first instance.

##### Changes to the privacy notice and your duty to inform us of changes

This version was last updated on 25<sup>th</sup> May 2018.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

#### 2. Visitors to our website

We collect information through our website at several points. We collect the following information about primary visitors: information submitted through enquiry forms and (non-identifying) automated traffic analysis software for statistical use.

The information we collect may be used for statistical purposes. Users who submit information via our “Get in Touch” contact information submission tool will receive a response to their request that we get in touch, usually by email, but possibly by telephone if telephone details are provided.

We offer links to other web sites. Please note: When you click on links to other Web sites, we encourage you to read their privacy policies. Their standards may differ from ours.

If problems arise, users may contact Evans Electrical Ltd. We are committed to resolving disputes as soon as is possible.

#### 3. Cookies

You can read more about how we use cookies by looking at our “Cookies” policy (link at the bottom of the homepage on our website).

#### **4. Your rights**

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Administrative Team in writing, whose details are provided below.

#### **5. Access to personal information**

As an organisation we try to be as open as we can in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a ‘subject access request’ under the data protection legislation. Where we hold information about you we will:

- Give you a description of it;
- Tell you why we are holding it;
- Tell you who it could be disclosed to; and
- Let you have a copy of the information in an intelligible form.

To make a request to find out about any personal information we may hold you need to put the request in writing addressing it to [info@evanselectricaltd.co.uk](mailto:info@evanselectricaltd.co.uk) or in writing to the Administrative Team, Evans Electrical Ltd, 59 Waterloo Road, Cardiff CF23 9BL

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by contacting the Administrative Team.

#### **6. Disclosure of personal information**

We will only share personal information for stated reasons in this Privacy Notice or in line with the data protection laws.

#### **7. 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 will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

#### **8. Specific information for job applicants (potential, current and former Evans Electrical employees)**

We are the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information please contact us at [info@evanselectricaltd.co.uk](mailto:info@evanselectricaltd.co.uk)

#### **9. What will we do with the information you provide to us?**

All of the information you provide during the process will only be used for the purpose of processing your application, or to fulfil legal or regulatory requirements if necessary.

For candidates, we will only share your personal information with the following third parties for the purposes of processing your application:

- A recruitment agency or search consultancy with whom you have registered or instructed to feedback on interviews or to process your application;
- A third-party provider of skills, or aptitude testing used in the selection process.

If you are successful in being appointed as an employee, we will use the personal information we collect about you:

- to meet our obligations to you under our contract of employment with you, for example, paying you;
- to meet our obligations under law, e.g. by providing information to HMRC and the HSE and providing payslips to you (by post or by email);
- to ensure you have the right skills, training and qualifications to comply with relevant regulatory requirements and standards;
- for health and safety and monitoring of performance purposes;
- for safeguarding purposes and to achieve the aims of our Modern Slavery Policy; and
- to verify that you have the legal right to work on our sites or provide services on our behalf.

We will share your personal information:

- Where required because of a legal obligation (e.g. the Health and Safety Executive and HMRC);
- With our service providers such as our payroll service provider, our online bookkeeping and invoice processing service provider, our online training services provider and our bank;
- With our clients / customers where they need it for the reasons highlighted in the bullet points in this section 9 above.

All our third-party service providers are required to take appropriate security measures to protect your personal information. We do not permit our third-party service providers to use your personal

data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

#### **10. What information do we ask for?**

- The information you have provided to us in your CV and covering letter;
- The information you have provided on our application form or personal details form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications; and
- Any information you provide to us during a face to face or video interview.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions;
- Information about your health, including any medical condition (if appropriate);
- Information about criminal convictions and offences; and
- Carry out background and reference checks, where applicable.

In respect of successful candidates, we may also collect information from time to time from:

- The Disclosure and Barring Service, if appropriate; and
- Third party drug and alcohol testing services, if appropriate;
- Our clients and customers where you have worked on their sites.

#### **Application stage**

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for.

#### **Shortlisting**

Our hiring managers shortlist applications for interview. They will be provided with your application but not your equal opportunities information, if it has been provided.

If you are unsuccessful following assessment for the position you have applied for, we will retain your details for a period of 2 years unless you tell us otherwise. If you say yes, we would proactively contact you should any further suitable vacancies arise.

#### **Conditional offer**

If we make a conditional offer of employment we may ask you for information so that we can carry out pre-employment checks. You may be required to successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and we may use a third party to undertake these checks.

**You may therefore be required to provide:**

- Proof of your identity and right to work – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- You may be asked to complete a criminal records declaration to declare any unspent convictions.
- If necessary we will provide your details to the Disclosure and Barring Service in order to verify your criminal record history (or lack thereof).
- We will contact your referees, using the details you provide in your application, directly to obtain references.
- We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work.

**If we make a final offer, we will also ask you for the following:**

- Bank details – to process salary payments.
- Emergency contact details – so we know who to contact in case you have an emergency at work.
- If we haven't already collected it from you, information regarding your health, your medical history and any medications you may take – so we can make sure that if you have an accident on site we are able to deal with the same appropriately

**11. Use of data processors**

Data processors are third parties who provide elements of our recruitment service, third parties who provide us with payroll services, third parties who provide online bookkeeping and invoice processing services, our training services provider and our bank (who will need to be provided with your information for processing payments to you). We have contracts in place with our data processors. We do not permit them to do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

**12. How long is the information retained for?**

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 7 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

All candidates will remain in our talent pool so that we can stay in regular contact with you and keep you updated should a suitable role become available. Your candidate details will include the information you provide us in your original application and any notes from interviews or assessments.

**13. Where is the information stored?**

The information referred to in this notice is stored on our business server, which is subject to protection by our IT services provider. All of the information sits behind a secure firewall and subject to security provided by our IT service provider. Contact information and information regarding qualifications are available to all office staff and all of our Contracts Managers that have access to

our general office server. However, any sensitive personal information and financial information is held on a dedicated financial server with access available only to our Administrative Team.

Hard copies of all of the above information are also stored in your personnel file which is retained in a locked filing cabinet at our head office and looked after by the Administrative Team, who are the only ones with access to it.

Information that was provided to us regarding your contact details, emergency contact information, qualifications and your medical and health information are also held in hard copy format in the health and safety file (commonly referred to as the "Red Pack") for the project(s) on which you are working for time to time. These files are retained by the Site Supervisor for the project(s), will be stored in the site office (which should be locked when the site supervisor is not present) until completion of the project, at which point it will be transferred to head office and kept in our store room.

#### **14. Links to other websites**

This privacy notice does not cover the links within this site linking to other websites. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy statements on every website you visit.