

Privacy Notice for Recruitment

Car Giant Ltd, trading as Cargiant (“we/us”) is committed to protecting and respecting your privacy. This Privacy Notice (together with any other documents referred to in this document) sets out the basis on which the personal data collected from you, or that you provide to us, will be processed by us in connection with our recruitment processes. Please read the following document carefully, to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the General Data Protection Regulation (“GDPR”) the Data Controller is Car Giant Ltd

We use Kallidus, an Automatic Tracking System (ATS) provided by Kallidus Limited, to assist with our recruitment process. We use Kallidus to process personal information as a data processor on our behalf. Kallidus is only entitled to process your personal data in accordance with our instructions.

Where you apply for a job opening posted by us, these Privacy Notice provisions will apply to our processing of your personal information, in addition to our other Privacy Notices are available on our website.

Your Personal Information

Information we collect from you

We collect and process some or all of the following types of information from you:

- Personal details such as name, mobile and home number, email address, home address, qualifications, experience, information relating to your employment history, previous salary, criminal convictions, notice periods, skills and experience that you provide to us.
- If you contact us or we contact you following an application, we may keep a record of that correspondence.
- Details of all actions that you carry out through the use of the Services.
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation and religion or belief.
- Information on your right to work in the UK (from passports or other identify documents).
- Information on your driving licence and driving experience
- Information relating to your health, for which the organisation needs to make reasonable adjustments during the recruitment process
- On signature of an offer of employment we will collect copies of identification documentation, National Insurance number, date of birth, marital status, bank details, p45/p46 and next of kin name, address and telephone number. We will also collect names, telephone numbers and email and office addresses of previous employers in order to carry out referencing.

Information is collected when you apply for a role. This includes information provided on your CV, through an online job site, via email, in person at interviews and/or by any other method.

Information we collect from other sources

We also collect and process some of the following types of information from other sources:

- References supplied from previous employers
- Information from credit and criminal records checks (Police Act Disclosure)
- Information from the DVLA

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.

Personal Information About Other Individuals

If you provide us with personal data about other individuals (e.g. emergency contacts, individuals listed by you as referees or friends who work at Cargiant), it is your responsibility to inform such individuals of their rights and to obtain their explicit consent, where necessary under applicable law, to the processing (including transfer) of that personal data as set out in this notice.

Uses Made Of Your Information

Lawful basis for processing

We rely on legitimate interest and entering into and the performance of a contract as the lawful basis on which we collect and use your personal data. Our legitimate interests are the recruitment of staff for our business and for the performance of a contract, or to take steps to enter into a contract with you.

Purposes of processing

We use information held about you in the following ways:

- To consider your application in respect of a role for which you have applied.
- To consider your application in respect of other roles (existing or future).
- To communicate with you in respect of the recruitment process.
- To enhance any information that we receive from you with information obtained from third party data providers.
- To find appropriate candidates to fill our job openings.

Automated decision making/profiling

Some of the recruitment processes relies on automated decision-making, specifically rights to work in the UK or for driving licences, where this is an essential requirement for the role. However we do not perform profiling for decision-making processes, using sensitive personal information.

How we Store Your Personal Data

Security

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to view it. Those processing your information will do so only in an authorised manner and are subject to a duty of 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.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted through any online means, therefore any transmission remains at your own risk.

Where we store your personal data

Information may be held at our offices and third party agencies, service providers, representatives and agents.

We will not otherwise transfer your personal data outside of the United Kingdom or EEA or to any organisation (or subordinate bodies) governed by public international law or which is set up under any agreement between two or more countries.

How long we keep your personal data

We will keep the personal data that we obtain about you during the recruitment process for not longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is unsuccessful, unless you indicate to us that you wish us to retain your personal data for a shorter or longer period, your personal data will be retained for 2 years after the date of the last recorded contact with you. Any documents collected at interview, including interview notes will be destroyed after 6 months, unless otherwise required.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see our Privacy Notice for Employment.

Further details on our approach to information retention and destruction are available in our data retention and data protection policies.

Your rights

Under the [General Data Protection Regulation](#) you have a number of important rights. In summary, those include rights to:

- access to your personal data and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold
- request the erasure of personal data concerning you in certain situations
- request access to the personal data concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal data concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal data
- otherwise restrict our processing of your personal data in certain circumstances
- lodge a complaint with the UK data protection regulator, the Information Commissioner's Office, if you think that any of your rights have been infringed by us.

Kallidus offers a self-service tool to change incorrect information about yourself.

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individual's rights under the General Data Protection Regulation](#).

How to complain

In the first instance please contact our Data Protection Officer, Peter Crouch, in order to resolve any query or concern about our processing of your information. Following this, if you would like to make a complaint, you can contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

Contact

All questions, comments and requests regarding this Privacy Notice should be addressed to our Data Protection Officer on 0208 964 8080 ext. 2044 or compliance@cargiant.co.uk.