

Involve Selection Ltd

Recruitment Privacy Notice

This notice applies to potential applicants going through a recruitment process with Involve Selection Ltd. It is important that you read this notice so that you are aware of how and why we are using your information.

Involve Selection Ltd / 'our' / 'us' / 'we' are committed to protecting the privacy and security of your personally identifiable information ('PII').

This privacy notice describes how we collect and use your PII during the recruitment process, in accordance with the Data Protection Act ('DPA') 2018 and General Data Protection Regulation ('GDPR') and applies to all candidates.

This Privacy Notice is for information only; it is not a contractual agreement.

Who we are and our contact details

Involve Selection Ltd owns the RoATP registration and trades as Vocate Training as the apprenticeship provider.

Involve Selection Ltd is a controller of PII for purposes of the DPA / GDPR as described in this HR privacy notice. Our contact details for data protection purposes are as follows:

The Directors, Involve Selection Ltd, 1-2 Middle Street, Shoreham by Sea, West Sussex, BN43 5DP

Email: info@involveselection.com

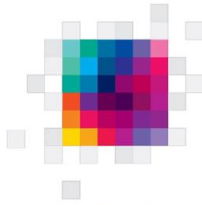
Involve Selection and Vocate Training are registered with the Information Commissioners Office (ICO) as Data Controller. Our registration number is ZB263721.

If you apply for a position through our website then please note the website terms and conditions shall also apply.

What personally identifiable information (PII) does Involve Selection Ltd collect?

We will collect, store, and use the following categories of PII about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses;
- References and other information included in a CV or cover letter or as part of the application process;
- Date of birth, if you choose to add this to your application;



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- Gender;
- Details relevant to determining whether you are eligible to work in the UK;
- Signatures & photos;
- Credit checks;
- Information about your disability status. This data is classed as a “special category” of personal data in accordance with the DPA / GDPR;
- Details about your racial or ethnic background, if you choose to provide this to us. This data is classed as a “special category” of personal data in accordance with the DPA / GDPR;
- If you are offered a position which requires a disclosure and barring service (DBS) check, we shall also collect, store and use information about criminal convictions and offences. We will store your DBS certificate number on our HR system but will not store your DBS certificate. If the outcome of your DBS check requires a risk assessment, we will store the risk assessment on your personal file; and
- CCTV footage if you attend our premises.
- Your PII will be stored securely, in a range of different places, including on your application record within our recruitment system and other systems (including email and our third party data management system).

How do we collect your PII?

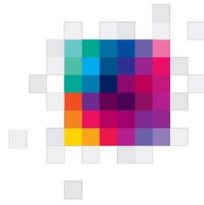
We collect the PII from you when you make your application forms, CVs and we may sometimes collect additional information from third parties including:

- Former and current employers;
- Passport and other identification documents;
- Local Council to check if Council Tax is owed;
- Suppliers to ensure that there is no conflict of interest with your employment.
- DBS checks are carried out by our People Services team where appropriate.

How we will use information about you?

We process your PII to allow us to carry out the following activities:

- Assessing your skills and qualifications for the job applied for;
- Communicating with you about the recruitment process;
- Checking you are legally entitled to work in the UK. It is in our legitimate interests to decide whether to appoint you to the role applied for since it would be beneficial to our business to appoint someone to that role;
- We also need to process your PII to decide whether to enter into a contract of employment with you; and



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- See below for details about how we use particularly sensitive personal data and data about criminal convictions.

How we use sensitive PII?

We will use your particularly sensitive PII ('special categories of data') in the following ways:

We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.

We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Information about criminal convictions

We may only use information relating to criminal convictions where the law allows us to make safer recruitment decisions; this applies to staff with access to children, vulnerable adults or other positions of trust that fall within the Rehabilitation of Offenders Act 1974. This will usually be if we want to offer you the role and the role you have applied for means that you would be in a position of trust, in particular those dealing with vulnerable clients, including access to their PII.

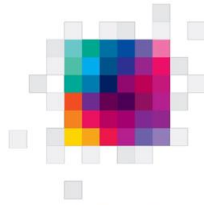
Information about criminal convictions and offences will also be used to:

- decide on the suitability of candidates on a case by case basis based on the information provided from the candidate and the DBS, giving consideration to;
- the nature and circumstances of any offences;
- the nature of the post applied for; and
- when and how frequently any offences occurred.

All decisions are made with the safety of our learners, staff, and our DBS policy in mind.

We are allowed to use your PII in this way because it is necessary for us to carry out the relevant checks in relation to the role before we can offer it to you.

We have in place an appropriate policy and safeguards which we are required by law to maintain when processing such data.



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If you fail to provide PII

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

Data sharing

Involvement Selection Ltd is under a duty to protect the public funds it administers, and to this end we may use the information you have provided in your application form within this organisation for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for this purpose.

The recruitment of apprenticeships is carried out in conjunction with a variety of partners which may require further checks.

Employee data may be shared between both businesses as required, for planning of service provision.

How long will you use and store my information?

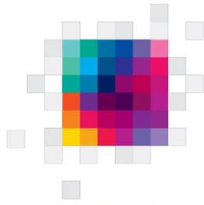
In accordance with our Corporate Retention and Destruction Guidelines if you are not successful then we will retain your application for 12 months. We retain your PII for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way.

If you are successful and accept a job with us, then the retention periods for employees shall apply.

Rights of access, correction, erasure, objection and restriction

It is important that the PII we hold about you is accurate and current. Please keep us informed if your PII changes during the application process.

If you wish to see a copy of the PII we hold about you then you can ask us at any time and we must respond within one calendar month of the request. This is a data subject access request under the DPA / GDPR.



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You will not have to pay a fee to access your PII. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

You have a legal right to access information we hold about you, including the right to:

- Be informed about how we process your PII – this is why we have developed this privacy notice.
- Have access to a copy of the PII we collect and keep on you – known as a data subject access request.
- Have incomplete or inaccurate information rectified.
- Restrict the processing of your PII in certain circumstances, for example, if you have challenged the accuracy or you have objected to the processing of your PII.
- Have PII erased in certain circumstances.
- Obtain and have your data ported across different service providers, from one ICT environment to another.
- Object to the processing of your PII in certain circumstances including to stop your details from being used for direct marketing purposes.
- Request human intervention when decisions are made solely by automated means, you have the right to ask for details of the logic leading to the decision.
- You may exercise any of your rights in relation to your PII by written notice to us.

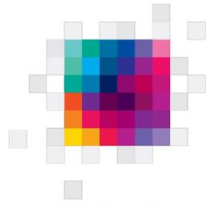
You can exercise any of the above rights by emailing the Directors at info@involveselection.com

Or write to The Directors, Involve Selection Ltd, 1-2 Middle Street, Shoreham by Sea, West Sussex, BN43 5DP

Your Right to Contact the ICO

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. You can find out how to contact the ICO on their website <https://ico.org.uk>.

Involve Selection Ltd has a Data Protection Officer who oversees compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your PII, please contact the Directors. Contact details for the Data Protection Officer can be acquired from them.



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Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your PII.