

Privacy Statement

This statement sets out how we, PM Central Services Plc, will collect and process personal data of individuals who apply for jobs with us. It is applicable to any person who applies to work for us in any capacity, such as employee, apprentice, contractor or agency worker. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

You can contact us at Alexandra House, Queen Street, Lichfield, Staffordshire, WS13 6QS. Our Data Protection Officer can be contacted at the same address or by email at compliance@pmas.co.uk.

1.0 What information do we collect about you?

We collect and process a range of information about you which includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- details of your qualifications, skills, experience and employment history, including start and end dates, with us and previous employers;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process; and
- information about your nationality and entitlement to work in the UK.

We collect this information in a variety of ways. For example, data is collected through application forms, CVs or resumes; obtained from your passport or other identity documents, or collected through interviews or other forms of assessment such as on-line tests.

We will only seek information about you from third parties once a job offer has been made, for example references by former employers, employment background checks, information from credit and criminal reference agencies.

Data is stored in a range of different places, including on your application record, in our HR management systems and in other IT systems (including our email system).

2.0 How will we use the information we collect?

We need to process your data, at your request, prior to entering into a contract with you. We will also need to process your data to offer you a contract with us should you be successful in the recruitment process.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check an employee's entitlement to work in the UK before employment starts. We may also need to process data from job applicants to respond to or defend against legal claims.

We will, at your request by application for a role with us, process personal data during the recruitment process and for keeping records of the process. This allows us to assess and confirm a candidate's suitability for a role.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

3.0 Who and why might we share your information with?

Your information will be shared internally, including with members of the HR team, managers in the business area with a vacancy and staff in IT if access to the data is necessary for performance of their roles.

We will not share your data with third parties, unless your application is successful and we make you an offer for a role. We will then share your data with third parties in order to obtain pre-employment references from other employers, obtain a credit check from a credit reference agency, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service.

All personal information is stored on systems designed to meet applicable regulatory requirements and the majority are hosted in the European Economic Area (EEA). Before personal information is processed outside of the EEA we will ensure that adequate safeguards to protect the data are in place.

4.0 How do we protect your data?

We take the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties.

5.0 For how long do we keep hold of your information?

We will hold your personal data for the duration of your job application.

If you are unsuccessful, we will continue to hold your data for a period of 12 months after the end of the recruitment process for consideration for future opportunities. At the end of that time your data will be deleted. You can ask us to delete your data at any time during this 12 month period.

If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file. You will be provided with another privacy notice which explains how we manage your data during your employment or engagement with us.

6.0 Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- ask us 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 we are relying on legitimate interests as the legal ground for processing; and

- ask us 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.
- ask us for a copy of any electronic information we hold about you, that you have provided to us, in an electronic format.

If you would like to exercise any of these rights, please contact Human Resources. If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner's Office at ico.org.uk or by calling 0303 123 1113.

7.0 What if you do not provide personal data?

You are under no statutory or contractual obligation to provide us with data during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.