



## **Job Applicant Privacy Notice**

### **Keeping your personal data safe and secure**

We are committed to protecting the privacy and security of our job applicants. We fully understand the importance of keeping your data secure and private.

This privacy notice aims to be completely transparent about how we handle and use your personal data. We have tried to keep this policy as jargon free as possible, but if you are unsure of any terminology or have any questions or suggestions, please contact us using the details below.

### **Who we are and how to contact us**

“The Welbeck Estates Company Limited” (referred to as “we”, “us” and “our” in this policy) includes our associated entities; Bolsover Properties, The Harley Gallery and Foundation, Welbeck Abbey Brewery, Welbeck Bakehouse, Welbeck Farm Shop, Welbeck Scottish Farms Ltd and Woodhouse Hall Developments Ltd.

#### **Address:**

The Welbeck Estates Company Limited  
Portland Estate Office Cavendish House  
Welbeck  
Worksop  
Nottinghamshire  
S80 3LL

#### **Telephone:**

01909 500 211

#### **Email:**

[dataprotection@welbeck.co.uk](mailto:dataprotection@welbeck.co.uk)

#### **Company number:**

00689754

### **Personal data we collect and how we use it**

This section explains what personal data we may collect from you, why we need it and the personal data we may receive from other sources.

When you apply for a position with us, we process the following types of personal data as part of steps taken prior to entering an employment contract:

- Your personal details (name, postal address, phone number, email address) to contact you about potential employment.
- Your employment history to establish your suitability for a job role.
- Your education information (qualifications and academic institutions attended) to establish your suitability for a job role.
- With your permission, we collect information from the references you have provided to confirm your employment information.

### **Processing your personal data using our legitimate interests**

We have a number of lawful reasons that we can use (“process”) your personal data. One of these is ‘legitimate interests’.

In broad terms, legitimate interests means that we can use your personal data if we have a genuine and legitimate reason and we are not harming any of your rights and interests.

When we process your data, we will use it to benefit your application.

We use legitimate interests in the following circumstances:

- We collect your preferences in surveys to gain feedback to improve the application process.
- We collect CCTV images if you attend site for an interview to protect the safety and security of all applicants, employees, and customers.

When we process your personal information for our legitimate interests, we will consider and balance any potential impact on you and your rights under data protection and any other relevant law. Our legitimate business interests do not automatically override your interests – we will not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted by law).

### **Sharing your personal data to third parties**

To facilitate your application, we share your personal data with third parties in the following circumstances:

- Securely storing your personal data.
- When we are seeking legal advice.
- To gain your preferences in surveys.
- We may also disclose information to third parties or individuals when obliged by law, for purposes of national security, taxation and criminal investigations.

### **How we look after your data**

We will protect the data that you entrust to us via appropriate security measures and controls. We will also ensure through the contracts we have in place, that other businesses we work with are just as careful with your data.

We will always take appropriate technical and organisational precautions to prevent the loss, misuse, or alteration of your personal information.

We will continually test, audit, and monitor our compliance with relevant Data Protection regulations.

### Sharing your personal data outside the EEA

The EEA is the European Economic Area, which consists of the EU Members States, Iceland, Liechtenstein and Norway. If we transfer your personal data outside of the EEA, we are required to have a safeguard in place to protect that transfer. We highlight these circumstances in the table below:

Purpose of Processing	Nature of Data	Name of 3 <sup>rd</sup> Party	Location	Legal Safeguard in place
None currently applicable				

### How long we will keep your data

If your application is successful, we process your data for the entirety of your employment and then store it for a minimum of 6 further years upon termination of your employment contract.

If your application is unsuccessful, we may retain your details on file for up to one year in case a role becomes available again.

When determining any additional storage period for your personal data, we will consider the requirements of our business including:

- Any statutory or legal obligations;
- The purposes for which we originally collected the personal data;
- The lawful grounds on which we based our processing;
- The types of personal data we have collected;
- The amount and categories of your personal data; and
- Whether the purpose of the processing could reasonably be fulfilled by other means.

### Your rights

Everybody has rights relating to their own personal data. These are explained below. If you would like to enforce any of your rights, please contact us using the contact details at the top of this privacy notice.

**Right to be informed:** We will always be transparent in the way we use your personal data. You will be fully informed about the processing through relevant privacy notices.

**Right to access:** You have a right to request access to the personal data that we hold about you and this should be provided to you.

**Right to rectification:** We want to make sure that the personal data we hold about you is accurate and up to date.

**Right to erasure:** You have the right to have your data 'erased' in the following situations:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected or processed.
- When you withdraw consent (when consent is used to process your data)
- When you object to the processing and there is no overriding legitimate interest for continuing the processing.
- When the personal data was unlawfully processed.
- When the personal data must be erased to comply with a legal obligation.

Please note that each request will be reviewed on a case-by-case basis and where we have a lawful reason to retain the data, it will not be erased.

**Right to restrict processing:** You have the right to restrict processing in certain situations.

**Right to data portability:** In certain situations, you have the right to obtain and refuse your personal data for your own purposes via a machine-readable format, such as a .CSV file.

**Right to object:** You have the right to object to the processing of your personal data where processing is based on our legitimate interests.

Not happy?

If you feel that we have not upheld your rights, we ask that you contact us by emailing [dataprotection@welbeck.co.uk](mailto:dataprotection@welbeck.co.uk) so that we can try to help you.

If you are not satisfied with our response or believe that we are not processing your data in accordance with the law, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). Their details are supplied below:

**Address:**

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Telephone:**

0303 123 1113

**Website:**

[www.ico.org.uk](http://www.ico.org.uk)