

## Candidate Privacy Notice

Data protection legislation regulates the way in which your personal information (disclosed to us in the course of applying to us for employment), both in paper and electronic form is used and held. We are registered with the Information Commissioner's Office and fully comply with the requirements placed on us as both a data controller and a data processor.

This document describes the type of data that The Ink Group keeps about job applicants and the purpose for which it is kept. It also describes your relevant rights under the General Data Protection Regulation. This Notice applies to all candidates including those introduced to us by third parties.



### Purpose of data processing

From the point at which we receive your application for employment we will need to maintain and process data about you for the purposes of reaching and communicating a recruitment decision and producing, if appropriate, an Offer and a Contract of Employment. We retain all such data for a period of six months as standard from completion of the recruitment process. (In the event that your application is successful, you will receive a further Privacy Notice on joining the Company and this will provide more information in respect of how we will process your personal information in the course of your employment.)

### Types of data processed

Processing at the application stage includes the collection, storage, retrieval, alteration, disclosure or destruction of data. The kind of data that The Ink Group will process includes:

- Interview details including interviewers' notes
- Candidates' work history
- Qualifications and experience relevant to the role
- Disclosed disabilities (for adjustments only)
- Your contact details
- Driving endorsements
- Criminal conviction (as disclosed by you)
- Content from your online profile, where this is publicly available

Once an Offer of Employment is made, the kind of data that The Ink Group will process will also include:

- Rights to work information for example copies of passports, ID cards, residence permits
- Disclosed medical conditions
- Emergency contact information

- Your National Insurance number and bank details (for payroll)
- Referee contact information
- References

## Sharing data

The data the The Ink Group holds may be held and processed to meet our legal responsibilities and also to ensure we can manage and administer our recruitment and employment procedures. From time to time we may need to disclose the data we hold about you to relevant third parties - for example where legally obliged to do so by HM Revenue and Customs, UK Border or other public authority, or where requested to do so by you for the purpose of giving a reference.

The Ink Group may also share this data with selected third parties (under agreements which strictly govern the use the third party may make of the data) to facilitate the employment relationship. These third parties include our HR partners and payroll providers.

## Your rights

If you wish to view the information held about you, you must make a written request to The Ink Group's Data Protection Officer, Ruth Johnson [ruth.johnson@theinkgroup.co.uk](mailto:ruth.johnson@theinkgroup.co.uk)

You may, within a period of thirty days of your written request, inspect and/or have a copy (subject to the requirements of the legislation) of information held about you and, if necessary, require corrections should such records be faulty.

Your relevant rights under the GDPR also include the following:

- The right to rectification
- Right to erasure (sometimes known as the right to be forgotten)
- Right to restrict processing
- Right to object

The Ink Group will respect all data subjects' rights, subject to these not conflicting with the equal rights of the Company. Any complaints about the handling of your personal information in the recruitment process must be addressed in the first instance and in writing to the Company's Data Protection Officer (email as above).