

JMAN | Group

Privacy Notice for Job Applicants to JMAN Group Ltd

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As part of any recruitment process, JMAN Group collects and processes personal data relating to job applicants. JMAN Group is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does JMAN Group collect?

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which JMAN Group needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief; and
- financial information (account number and sort code) in order to pay any reasonable travel expenses

JMAN Group collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

JMAN Group will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. JMAN Group 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.

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

Why does JMAN Group process personal data?

JMAN Group needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, JMAN Group needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

JMAN Group has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows JMAN Group to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. JMAN Group may also need to process data from job applicants to respond to and defend against legal claims.

Where JMAN Group relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

JMAN Group processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where JMAN Group processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, JMAN Group is obliged to seek information about criminal convictions and offences. Where JMAN Group seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, you consent to JMAN Group holding your personal data on file in case there are future employment opportunities for which you may be suited. You are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

JMAN Group may share your data with companies affiliated with JMAN Group. If your application for employment is successful and JMAN Group makes you an offer of employment, then they will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

JMAN Group may transfer your data outside the European Economic Area when sharing your data with affiliated companies. When doing so, JMAN Group will ensure that there are sufficient measures in place to maintain the security of your personal data.

How does JMAN Group protect data?

JMAN Group takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Data in our application tracking system is encrypted and stored on servers based in the United Kingdom. From time to time, your personal data may be downloaded onto our local drives, these can be remotely wiped in the case of accidental loss.

For how long does JMAN Group keep data?

By accepting this privacy policy, you consent to JMAN Group keeping your personal data on file for 6 years after the end of the relevant recruitment process. This is to consider you for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

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 JMAN Group to change incorrect or incomplete data;
- require JMAN Group 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 JMAN Group is relying on its legitimate interests as the legal ground for processing; and

- ask JMAN Group to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override JMAN Group's legitimate grounds for processing data.

If you would like to exercise any of these rights or make a subject access request, you may contact JMAN's dedicated Data Protection Officer at enquiries@jmangroup.com. If the request is deemed unfounded or excessive an administrative fee may be applied.

If you believe that JMAN Group has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

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

Automated decision making

JMAN Group Ltd does not use automated decision making.