

Privacy Notice for Job Applicants

Introduction

As part of any recruitment process, Armakuni (hereafter AK or Armakuni) collects and processes personal data relating to job applicants. Armakuni is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does Armakuni collect?

Armakuni collects and processes a range of information about you. This may include:

- 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 you have a disability for which Armakuni needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK.

Armakuni collects this information in a variety of ways. For example, data might be contained in CVs/resumes; obtained from your passport or other identity documents; or collected through interviews or other forms of assessment.

In some cases, Armakuni may 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. Armakuni will seek information from third parties only once a job offer has been made to you and you will be asked for your consent before any information is sought.

Data will be stored in a range of different places, including in AK's people management system (BambooHR) and on other IT systems (including our email system).

Why does Armakuni process personal data?

Armakuni 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, Armakuni 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.

Armakuni 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 AK to manage the recruitment process, access and confirm a candidate's suitability for the advised role and decide whom to offer a job. Armakuni may also need to process data from job applicants to respond to and defend against legal claims.

Where Armakuni 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.

Armakuni 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.

If your application is unsuccessful, Armakuni will keep your personal data on file in case there are future opportunities for which you may be suited. If you do not wish us to keep your data for this purpose, you should email hello@armakuni.com and we will delete or destroy your personal data.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the people and recruitment teams, 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.

Armakuni will not share your data with third parties unless your application is successful and you are offered a contract. Armakuni may then share your data with former employers to obtain references for you, employ background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Armakuni will not transfer your data to countries outside the European Economic Area.

How does Armakuni protect data?

Armakuni takes the security of your data seriously. Armakuni has 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 its employees in the performance of their duties. All systems containing employee data are password protected, there is restricted access and Armakuni provides a Data Protection policy.

For how long does Armakuni keep data?

If your application is unsuccessful, Armakuni will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period or upon your request your data will be deleted or destroyed.

If your application is successful, personal data gathered during the recruitment process will be transferred to your people file and retained for the duration of your contract. The periods for which your data will be held if you are an employee 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 Armakuni to change incorrect or incomplete data;
- require Armakuni 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 Armakuni is relying on its legitimate interests as the legal ground for processing; and
- ask Armakuni to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override Armakuni's legitimate grounds for processing data.

If you would like to exercise any of these rights, you can make a subject access request by emailing zenon.hannick@armakuni.com

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