



Timeout Homes Job Applicant Privacy Policy

Job Applicant Privacy Policy:

As part of any recruitment process, Timeout Homes will collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

Information Collected:

Timeout Homes will collect 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, which may include benefit entitlements
- Whether or not you have a disability for which the company needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK.

The organisation may collect this information in a variety of ways. For example, data might be contained in CVs, through our online application process, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. We may 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. We will seek information from third parties only once a job offer has been made to you and we will inform you that we are 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 do we process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we may need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts. We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against a legal claim.

The organisation is obliged to seek information about criminal convictions and offences. We seek this information because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment/comply with a regulatory requirement to establish whether or not an individual has committed an unlawful act or been involved in dishonesty or other improper conduct.

We may process information about whether or not an applicant is disabled to make reasonable adjustments for a candidate who has a disability. This is to carry out our obligations and exercise specific rights in relation to employment. We will not use your data for any purpose other than the recruitment exercise for which you have applied, unless we receive your consent to retain your personal data on file for future employment opportunities for which you may be suited, and you will be free to withdraw your consent at any time by contacting careers@timeouthomes.co.uk.

Access to your 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 and managers/directors in the business area with a vacancy if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We 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.

How will we protect your data?

We take the security of your data seriously. We have 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, which is subject to strict system restrictions and accessibility.

Retention of data

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. 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 personal 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 the company to change incorrect or incomplete data;
- Require the company 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 the company is relying on its legitimate interests as the legal ground for processing.
- Ask the organisation 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.

If you would like to exercise any of these rights, please contact careers@timeouthomes.co.uk. If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

What happens if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us 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.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.