

Privacy Notice for Job Applicants

Data controller: M Scott Properties Limited, Suite 5, Oyster House, Severalls Lane, Colchester, Essex, CO4 9PD

Information Collected by the Organisation

As part of the recruitment process, the organisation collects necessary data about you. This may include:

- Personal information – name, address, phone number, email address
- Qualifications details, certificates, employment history
- Information about current level of pay and remuneration details
- Right to work / visa / nationality information
- Criminal record history and checks (where applicable)
- Equal opportunities monitoring information, including disability and any adjustments that may be required

This data may be provided directly by you (i.e. on an application form), or obtained from other checks and documents (passport, Criminal Records Bureau (CRB) checks etc).

Why is this Data Processed?

There are a variety of reasons for the organisation to process this data, including legislation (i.e. right to work in the UK), in order to consider you for employment and assess suitability for a role, and in accordance with specific job requirements.

The organisation will not use your data for any purpose other than the recruitment process for the role(s) you have applied for.

Storage and Access

This data may be stored electronically, or paper based, but in either case safe methods of storage are in place.

Access to your data is restricted to those who need to access it, which may include for example HR or the line manager of the post being recruited to. If third parties are used to assist with our recruitment processes they will have necessary access to your data. However, any such party will be under written contract with us and subject to the relevant Data Protection legislation.

If an offer of employment is made, third parties may be approached with regards to your application – for example for references, CRB checks, occupational health etc.

If your application is unsuccessful, the organisation may keep your personal data on file in case of future job opportunities for which you may be suitable. Your consent will be gained for this, and your consent can be removed at any time.

How is Data Protected

The organisation takes data protection very seriously and has written policies regarding its responsibilities with respect to GDPR and Data Protection. Your data is only kept for the time periods determined by legislation, except for you giving consent for us to retain your details on file for future vacancies.

Your rights

As a data subject, you have the following rights:

1. That you will be informed that your personal data is being processed by the company as confirmed in this privacy notice.
2. The right to access your data.
3. The right to have your personal data rectified if it is incorrect or incomplete.
4. The right to have your personal data erased or deleted where there is no compelling reason or lawful ground for its continued processing.
5. The right to restrict data processing where there is no compelling reason or lawful ground

for its continued processing.

6. The right to object to the processing of your personal data

7. The right to have your personal data

8. Where the company uses automated profiling or automated decision you have the right to ask that the assessment is performed by a human.

If you would like to exercise any of these rights, please contact us at Scott Properties, Suite 5, Oyster House, Severalls Lane, Colchester, Essex, CO4 9PD or by email, mail@mscott.co.uk.

If you believe that the organisation has breached your data protection rights, you can complain to the Information Commissioner.

Can you Refuse to Provide Personal Data?

Failure to provide the information required may result in the organisation being unable to consider/process your application for employment.