

Portakabin Limited

Candidate Privacy Policy

The purpose of this notice

This notice details your privacy rights and how we gather, use and share personal data about you during and after the applications process, in accordance with data protection legislation (including the General Data Protection Regulation (EU) 2016/679 and its implementation into local law).

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you, so that you are aware of how and why we are using such information.

If your application is successful, we will process your personal data in accordance with our Employee Privacy Policy a copy of which will be provided to you at such a time.

About us

We are what is known as the 'controller' of personal data we gather and use. When we say 'we' or 'us' in this notice, we mean Portakabin Limited.

What will we collect?

If you give us any personal information about yourself we promise to treat it securely, fairly and lawfully. We are committed to protecting your privacy.

When we ask you for personal information online it will only be in response to you actively applying for one of our vacancies.

We may collect the following personal information from you for the purposes more particularly described in this Policy:

- your title, forename and surname and gender;
- your personal or work related (depending on which you choose to submit) e-mail address;
- your personal or work related (depending on which you choose to submit) contact details such as your fax numbers, postal address and telephone number(s) (in addition to your e-mail address mentioned above);
- your home address;
- your Curriculum Vitae with information relating to your education, and current and past employment;
- your responses to psychometric tests (such as a situational judgement test, ability or personality test);
- nationality / visa / right to work permit information (e.g. passport, driving licence, National Insurance numbers).

Some kinds of personal data are given special protection by the law – these are called 'special category' data. We will sometimes collect, store and use the following types of 'special category' personal data:

- information about medical or health conditions, including whether or not you have a disability for which we need to make reasonable adjustments;
- equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief (optional); and
- information about your criminal convictions and offences (for example, DVLA checks).

For what purposes do you collect and otherwise process my personal information?

You can use our website to create your user account and it is a means through which you can submit an application for a job at Portakabin Limited and/or receive alerts about new vacancies and events. Your personal information will be processed for all of these purposes.

To access and use our website you will need to set up a secure login on your first visit and your personal information will be processed to facilitate this and to enable that secure login to operate each time you visit.

In addition, we may use your personal information for the following more general purposes:

- to analyse trends and candidate journeys across multiple locations;
- to process and administer your user account;
- for internal record keeping;
- to contact you by post, e-mail or phone for any of the above reasons, including as part of “information only” communications in which to communicate with you to inform you about the particular job roles which you have applied for through our website;
- for compliance with our legal, regulatory and other good governance obligations.

We do not need your consent to use your personal data where the law otherwise allows us to use it. In limited circumstances, we may approach you for your consent to allow us to process certain personal data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can consider whether you wish to consent. You may withdraw your consent at any time.

We may convert your personal information into anonymous form and use it (normally on an aggregated statistical basis) for research and analysis purposes.

How we use particularly sensitive personal data

Special protection is given to certain kinds of personal data that is particularly sensitive. This is information about your health status, racial or ethnic origin, political views, religious or similar beliefs, sex life or sexual orientation, genetic or biometric identifiers, trade union membership or criminal convictions or offences.

We use this personal data primarily to comply with our legal obligations (including in respect of health and safety), for equal opportunity monitoring. If the role you apply for involves driving our vehicles, we carry out DVLA checks which may reveal past criminal convictions.

More detail about how we use special categories of personal data and information about criminal convictions, as well as the categories of personal data involved, is set out in the Appendix.

Our legal basis for using your personal data

We only use your personal data where it is permitted by the laws that protect your privacy rights. To find out more about the legal bases we rely on to use your personal data, please see the table below:

	Purpose for Processing	Categories of Personal Data	Legal Basis
1.	Run the recruitment process	Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with us	To pursue legitimate interests
2.	Checking you are legally entitled to work in the UK	Information about your nationality and entitlement to work in the UK	So that we can fulfil our legal obligations
3.	Obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law	Information about medical or health conditions, including whether or not you have a disability for which we need to make reasonable adjustments	So that we can fulfil our legal obligations
4.	Ensure effective general HR and business administration	Your name, address and contact details, including email address and telephone number, date of birth and gender	To pursue legitimate interests and so that we can fulfil our legal obligations
5.	Vetting, including criminal records checks	Information about your criminal convictions and offences (for example DVLA checks) - where applicable	So that we can fulfil our legal obligations
6.	Assessing our performance against equality objectives as set out by the Equality Act 2010	Equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief	So that we can fulfil our legal obligations
7.	To inform you of new jobs and events which may be of interest to you	Your name, work address and work contact details, including email address and telephone number, and job title	With your consent

Sharing your personal data with others

We will share your personal data with third parties where required by law, or where it is necessary to administer the working relationship with you or where we have a legitimate interest. We will only share your personal data to the extent needed for those purposes.

We share personal data for these purposes with:

- external providers such as psychometric testing providers, occupational health specialists & video interviewing software providers

What choices do we offer you with regard to direct marketing communications?

We may wish to provide you with information about new job roles that may be of interest to you by e-mail. We will obtain your prior consent and advise you of how to opt-out of receiving such communications in accordance with applicable data protection law. You may opt-out of direct marketing communications at any time via the self-service portal.

Please note that marketing communications are separate and distinct from “information only” communications and that consents are not usually required in order for us to communicate with you to inform you about a particular job which you have enquired about or have signed up to obtain details of through our website, using contact details you have provided for this purpose.

What rights do you have in respect of your personal information?

You have a number of rights in respect of your personal information under applicable data protection law. These includes:

- **Right to object:** You can object to our processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. Please contact us as noted below, providing details of your objection.
- **Access to your personal data:** You can request access to a copy of your personal data that we hold, along with information on what personal data we use, why we use it, who we share it with, how long we keep it for and whether it has been used for any automated decision making. You can make a request for access free of charge. Please make all requests for access in writing, and provide us with evidence of your identity.
- **Consent:** Most of the time, we will not need your consent to use your personal data as we will be using it to pursue legitimate interests and so that we can fulfil our legal obligations. If you have given us your consent to use personal data, you can withdraw your consent at any time.
- **Rectification:** You can ask us to change or complete any inaccurate or incomplete personal data held about you.
- **Erasure:** You can ask us to delete your personal data where it is no longer necessary for us to use it, you have withdrawn consent, or where we have no lawful basis for keeping it.
- **Portability:** You can ask us to provide you or a third party with some of the personal data that we hold about you in a structured, commonly used, electronic form, so it can be easily transferred.

- **Restriction:** You can ask us to restrict the personal data we use about you where you have asked for it to be erased or where you have objected to our use of it.
- **No automated-decision making:** Automated decision-making takes place when an electronic system uses personal data to make a decision without human intervention. You have the right not to be subject to automated decisions that will create legal effects or have a similar significant impact on you, unless you have given us your consent, it is necessary for a contract between you and us or is otherwise permitted by law. You also have certain rights to challenge decisions made about you based solely on automated-decision making. Please note that our recruitment decisions are not based on any automated decision-making.
- **Right to complain:** You can make a complaint to us by contacting us via resourcing@portakabin.com or to the data protection supervisory authority – in the UK, this is the Information Commissioner's Office, at <https://ico.org.uk/>.

Many of these rights may be exercised via the self-service portal. Alternatively you may email the Resourcing Team at resourcing@portakabin.com. If you feel your rights have been breached you may contact the Information Commissioner's Office.

Data retention

We will keep your details on record for 12 months. After 12 months of account inactivity your data will be archived and deleted, unless you have given consent to be considered for other roles or have signed up to job alerts in accordance with data protection and other applicable legislation. We will keep your details on record for as long as is necessary for the purposes set out above and, thereafter, we will then steps will be taken to suppress or delete your personal information in accordance with data protection and other applicable legislation.

Transfers Outside the UK

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

Changes to this Policy

We keep this Policy under regular review. We may change this Policy from time to time by updating this page in order to reflect changes in the law and/or our privacy practices. This document can be accessed by visiting the Portakabin Limited careers page <https://careers.portakabin-group.com/jobs>

Contact/address details

If you have any questions about the information we use, please contact the Resourcing Team at resourcing@portakabin.com