

## SeeByte Job Application Privacy Notice

**Data controller:** SeeByte Ltd, Orchard Brae House, 30 Queensferry Rd, Edinburgh EH4 2HS

### Introduction

During the recruitment process, SeeByte Ltd (the Company) collects and processes information relating to job applicants (Personal Data).

The Company is committed to being clear and transparent about how it collects and uses that Personal Data and to meeting its data protection obligations under the UK Data Protection Act 2018 and UK General Data Protection Regulations.

### What information does the Company collect and process?

The Company collects and processes a range of Personal Data about you. Personal Data means any information about an individual from which the person can be identified. This includes:

- Personal contact details, such as your name, title, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers;
- information about your remuneration, including entitlement to benefits such as pensions;
- information collected during interviews such as interview notes and assessments;
- Basic Disclosure information for unspent criminal convictions;
- information about your nationality, immigration status and entitlement to work in the UK;
- health information, if we need to make reasonable adjustments to the recruitment process for candidates with a disability

The Company collects Personal Data in a variety of ways during the application and recruitment process. For example, Personal Data may be contained in application forms and CVs, obtained from identity documents, such as your passport and collected through interviews, online tests and various assessment tests.

In some cases, the Company collects 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 permitted by law.

Personal Data is stored in a range of different places, including on your application record, in the Company's HR management systems and in other IT systems (including the Company's email system).

## **Why does the Company process Personal Data?**

The Company needs to process Personal Data prior to entering into a contract with you. We also need to process Personal Data to enter into an employment contract with you and to meet our obligations under that employment contract.

In addition, the Company needs to process Personal Data to ensure that we are complying with our legal obligations. For example, we are required to check an employee's entitlement to work in the UK before employment begins.

The Company has a legitimate interest in processing Personal Data during the recruitment process and in keeping records of that process. Processing such Personal Data from job applicants enables the Company to manage the recruitment process, assess the suitability of candidates and make informed decision as to whom we wish to recruit. The Company may also have to process Personal Data from job applicants in order to defend legal claims.

The Company processes health information if we need to make reasonable adjustments to the recruitment process for candidates with a disability.

It is necessary to carry out a Baseline Personal Security Standard (BPSS) process to ensure that individuals are permitted to undertake a role within the Company.

## **If you fail to provide personal information**

You are under no obligation to provide the Company with the requested information during the recruitment process. However, if you do not provide certain information when requested, the Company may not be able to process your application for employment properly or at all.

You are under no obligation to provide Personal Data for equal opportunities monitoring purposes and there are no consequences for you if this Personal Data is not provided.

## **Automated decision-making**

Our employment decisions are not based on automated decision-making.

## **For how long do you keep Personal Data?**

The Company will only hold your Personal Data for as long as is necessary to fulfil the purposes for which we collected it. If your application for employment is unsuccessful, the Company will hold your Personal Data on file for 6 months after the end of the recruitment process. At the end of that period, your Personal Data is deleted or destroyed. If you do not wish the Company to retain your Personal Data for this retention period, please contact [hr@seebyte.com](mailto:hr@seebyte.com)

If your application for employment is successful, Personal Data gathered during the recruitment process will be transferred to your personnel file and your Personal Data will be governed by our General Data Protection Regulation (GDPR) Policy.

## **Who has access to your Personal Data?**

Your Personal Data will be shared internally for the purposes of the recruitment process, including with interviewers, HR and administration team members, hiring managers and anyone with a legitimate interest within the staffing and recruitment functions.

The Company shall share your Personal Data with third parties whom we work with for the purposes of our recruitment, including our HR providers and where required by law and where it is necessary in order to administer the working relationship with you or where we have another legitimate interest in doing so. The Company will then share your Personal Data with former employers and academic referees to obtain references for you.

The Company will not transfer your Personal Data to countries outside the European Economic Area.

## **How does the Company protect your Personal Data?**

The Company takes the security of your Personal Data seriously. The Company has internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

## **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your Personal Data on request (known as a “data subject access request”);
- require the Company to change incorrect or incomplete data;
- request erasure of your Personal Data. This enables you to ask the Company to delete or stop processing your Personal Data, for example where the Personal Data is no longer necessary for the purposes of processing;
- object to the processing of your Personal Data where the Company is relying on its legitimate interests as the legal ground for processing; and
- ask the Company to suspend the processing of your Personal Data for a period of time if data is inaccurate or there is a dispute about its accuracy or the reason for processing it.

If you would like to exercise any of these rights, or you have any questions about the privacy notice, please contact SeeByte at Orchard Brae House, 30 Queensferry Rd, Edinburgh EH4 2HS, or [hr@seebyte.com](mailto:hr@seebyte.com)

If you believe that the Company has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner’s Office.