

Job Applicant Privacy Notice

Maalik & Co Limited (referred to as “us”, “we” and “our” throughout this notice) collect and process personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. This privacy notice sets out how we collect and treat personal data of our job applicants as well as your rights in respect of such personal data.

What information does the company collect and how?

We 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 from interviews and phone-screenings you may have;
- information about your current level of remuneration, including benefit entitlements;
- information about your entitlement to work in the UK;

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs provided by you (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment. We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you. Data will be stored in a range of different places, including on your application record, in our database and our email system.

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 may also need to process your data to enter into a contract with you. In some cases, we 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 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 legal claims.

We may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment. Where we process other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes. We may also be obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for it 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 process for which you have applied.

Who has access to data?

Your information may be shared internally within the company for the purposes of the recruitment process. We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references. We may also share your personal information for the above purposes as relevant and necessary with UK Visas & Immigration to carry out relevant checks. In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

For how long do we keep data?

If your application is unsuccessful (including when you have speculatively applied to us), we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims). If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Your rights:

Under the GDPR you have several rights including:

- To obtain access to, and copies of, the personal data that we hold about you;
- To require that we cease processing your personal data;
- To require us to erase your personal data or restrict our data processing activities;
- To receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- To object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing
- To require us to correct the personal data we hold about you if it is incorrect

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact info@maalikandco.com. If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner's Office (ico.org.uk).

All queries relating to GPDR should be referred to our central point of contact for data queries at: Email: info@maalikandco.com, Telephone: +00442085714981