

Recruitment Privacy Policy

As part of any recruitment process, NOTE Windsor collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and uses that data and to meeting our data protection obligations.

1. What information does NOTE Windsor collect?

We collect a range of information about you. This includes 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, including benefit entitlements.
- whether or not you have a disability for which NOTE Windsor needs to make reasonable adjustments during the recruitment process.
- information about your entitlement to work in the UK
- all data information collected is covered by our Data Protection Policy POL19

The Company collects information in a variety of ways. For example, data might be contained in CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

NOTE Windsor will also collect personal data about you from third parties, such as references supplied by former employers. The Company will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in Human Resources management systems and on other IT systems (including email).

2. Why does NOTE Windsor process personal data?

The Company needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, NOTE Windsor needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows NOTE Windsor 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 legal claims.

Where NOTE Windsor relies on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of job applicants, employees or workers and have concluded that they are not.

NOTE Windsor processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where NOTE Windsor processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes as permitted by the Data Protection Act 2018.

For some roles, NOTE Windsor is obliged to seek information about criminal convictions and offences. Where the Company seeks this information, it does so because it is necessary for it to 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.

NOTE Windsor will not use your data for any purpose other than the recruitment exercise for which you have applied.

3. Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes our Human Resources administrator, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

NOTE Windsor will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment. The Company will then share your data with former employers to obtain references for you, and the Disclosure and Barring Service to obtain necessary criminal records checks.

4. What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to NOTE Windsor 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. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Recruitment processes are not based solely on automated decision-making

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