



Kelda Job Applicants Privacy Notice

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Data controller: Kelda Group Ltd

Western House
Halifax Road
Bradford
West Yorkshire
BD6 2SZ

Data protection officer: Sally Marshall

Kelda is the data controller for the information you provide during our recruitment process. Kelda is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

Kelda collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address, social media details 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 the organisation needs to make reasonable adjustments during the recruitment process; and
- 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, CVs, online profiles or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment including online tests and video screening.

We may 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 to you has been made and will inform you that we are doing so.

All the information you provide during the recruitment process will only be used for progressing your application, or to fulfil legal or regulatory requirements if necessary.

The information you provide will be held securely by us/or our data processors. Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does Kelda process personal data?

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

Kelda needs 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. The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is 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. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide whom to offer a job. We may also need to process data from job applicants to respond to legal claims.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

You will also be asked to provide equal opportunities information such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. This is not mandatory information – if you don't provide it, it will not affect your application. Any information you do provide, will only be used to produce and monitor equal opportunities statistics.

We also collect information about whether applicants are disabled to make reasonable adjustments for those candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment law.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment law.

If your application is unsuccessful, we may keep your personal data in case there are future employment opportunities for which you may be suited. We will ask for your consent before keeping your data for this purpose and you are free to withdraw your consent at any time

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of our HR and talent team, interviewers involved in the recruitment process and managers in the business area with a vacancy.

We may also share your data with third parties that process data on our behalf (see below). We have formal contracts in place with our data processors. This means they cannot do anything with your personal information unless we have instructed them to do so. They will not share your

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personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

Your data may be processed outside the European Economic Area (EEA) as some of our online IT support is outsourced from countries outside EEA. Kelda has a lawful data transfer mechanism in place to ensure the processing is subject to appropriate data protection safeguards.

SHL

SHL provide online psychometric and personality testing for us. If we ask you to complete one of these tests, we will send you a link to the test. Your answers will be provided to and held by Gartner and we will have access to and own this data.

Here is a link to their Privacy Notice. <https://player.ondemand.shl.com/SupportPrivacyPolicy.aspx>

Launchpad

Launchpad provide a platform for us to undertake video interviews. If we ask you to complete one of these interviews, we will send you a link to the video. Your video interview will be provided to and held by Launchpad and we will have access to and own this data.

Here is a link to their Privacy Notice. <https://launchpadrecruitsapp.com/interviews/legal?jid=22567>

External Agency

Occasionally, Kelda may share your personal data such as name and contact number with external recruitment agencies or payroll contractors, in order for them to contact you for further information. We have a written agreement in place with these agencies to process your information to assess your suitability for the role you have applied for.

How does Kelda protect data?

We take the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. The information you provide will be held securely by us and/ or our data processors whether the information is in electronic and physical format.

Where we engage with third parties to process personal data on our behalf, we do so on the basis of written instructions. They are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. You can read more about the policies on company intranet.

Data Protection & Privacy Policy

Data Breach Management Policy

Data Sharing Policy

[Kelda Job Applicants Privacy Notice](#)

[Records Management Policy](#)

[CCTV Policy](#)

[IT Security Policy](#)

For how long does Kelda keep data?

If your application for employment is unsuccessful, we will hold your data on our system for 12 months after the end of the relevant recruitment process for consideration for future employment opportunities. At the end of 12 month, your data is destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your electronic record and retained during your employment. The periods for which your data will be held will be provided to you in the Kelda Employee privacy notice.

Your rights

Under the General Data Protection Regulation (GDPR) and the Data Protection Act 1998 (DPA), you have a number of rights with regard to your personal data.

You have the right to request:

- to be informed about the collection and use of your personal data.
- to access your personal data and supplementary information on request
- to have inaccurate personal data rectified, or completed if it is incomplete
- to have personal data erased i.e. the right to be forgotten
- to request the restriction or suppression of your personal data
- to obtain the personal data you have provided to us and is stored electronically
- to object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing
- not to be subject to decisions based solely on automated processing, including profiling which significantly affects you.

Access to personal information

Kelda tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you, we will:

- give you a description of it;
- tell you why we are holding it;

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- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to Kelda for any personal information we may hold you need to put the request in writing addressing it to our Data Protection department on the data controller address given in this document.

How we make decisions about recruitment?

Final recruitment decisions are made by hiring managers and the members of our talent team. All the information gathered during the application process is considered.

For some of the roles, the recruitment process involves automated decision making to check if the candidate meets the basic requirement of the role i.e mandatory qualifications needed for the job. However, if you wish to challenge the decision you have received, the result can be checked manually.

You are able to ask about decisions made about your job application by speaking to your contact within our talent team or by email Careers@keldagroup.com

Complaints or Queries

Kelda tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures. We are happy to provide any additional information or explanation needed. Any requests for this should be sent to: dataprotectionofficer@yorkshirewater.co.uk

If you believe that Kelda has not complied with your data protection rights, you can complain to the Information Commissioner's Office, their address is Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation 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.

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 20th August 2018.