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NEW BUILD WINDOWS, DOORS & CONSERVATORIES



RECRUITMENT PRIVACY NOTICE

Data Controller: Kevin McClure on behalf of Rooms & Views Manufacturing Limited, Rooms & Views Manufacturing (South Wales & West) Limited, Rooms & Views Installations Limited and Europlas PVCu Limited.

Registered Address: Unit 2 & 3, Catheralls Industrial Estate, Pinfold Lane, Buckley CH7 3PS.

The Company (we, us, our) collects and processes personal data relating to its prospective employees. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information does the Company collect at the recruitment stage?

We collect and process a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- details of your qualifications (including work related courses and qualifications i.e. CSCS), skills, experience and employment history, including start and end dates, with previous employers and with us;
- information about your previous or prospective remuneration, including entitlement to benefits such as pensions or insurance cover;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record with your consent or when specified as part of the application/recruitment process;
- details of your prospective schedule (days of work and working hours) and attendance at work;
- CCTV records on areas covered by CCTV cameras;
- records relating to pre-employment drug and alcohol screening & results;
- the terms and conditions of your employment if offered, including any variations of contract;
- accident records, information about medical or health conditions, including whether or not you have a disability for which we need to make reasonable adjustments; and
- equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief.

We may collect this information in a variety of ways. For example, data might be collected through monitoring internal computer systems, application forms, CVs; obtained from your passport or other identity documents



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such as your driving licence; from forms completed by you during the recruitment process; from correspondence with you; or through interviews, meetings or other assessments.

In some cases, with your express consent, we may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, driving licence records from DVLA, information from credit reference agencies, training providers and information from criminal records checks permitted by law.

Data will be stored in a range of different places, including in your personnel file, in the HR management systems and in other IT systems (including our email system).

Why does the Company process personal data?

We need to process data to enter into a fair and transparent recruitment process which may then form the basis of an employment contract with you and to meet our obligations under your employment contract. For example, we need to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefits, such as pension and insurance entitlements.

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 prospective employee's entitlement to work in the UK, to deduct tax and to comply with health and safety laws.

In other cases, we have a legitimate interest in processing personal data before, during and after the end of the recruitment/employment relationship. Processing data allows us to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date records and contact details and records of prospective employee contractual and statutory rights;
- obtain occupational health advice, to ensure that we comply with duties in relation to individuals with disabilities, meet our obligations under health and safety law;
- ensure prospective employees are fit for work and safe to perform their duties;
- ensure effective general HR and business administration; and
- respond to and defend against legal claims.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to disabilities).

Where we process other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that we use for these purposes is pseudonymised or is collected with the express consent, which can be withdrawn at any time. Prospective employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

Who has access to data?

Rooms & Views Manufacturing Ltd trading as 'Rooms & Views' Company Reg No. 03545030 VAT No. 692216823;
Rooms & Views Manufacturing (South Wales & West) Ltd trading as 'Rooms & Views' Comp Reg No. 10116741 VAT No. 241287222;
Rooms & Views Installations Ltd trading as 'Rooms & Views' Company Reg No. 08481321 VAT No. 221806143;
Europlas (PVCu) Ltd Company Reg No. 08861699 VAT No. 179510390
Registered address for all companies is Unit 2 & 3, Catheralls Industrial Estate, Pinfold Lane, Buckley CH7 3PS



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Your information may be shared internally, including with members of the recruitment team, if successful, your line manager, managers in the business area in which you work and IT staff if access to the data is necessary for performance of their roles.

We share your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service.

We may also share your data with third parties that provide professional services such as specialist employment law guidance.

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

How does the Company 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 our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does the Company keep data?

We will hold applications or expressions of interest in working for our Company for a period of 12 months after which time it will be deleted from our records.

For successful applicants, we will hold your personal data for the duration of your employment. Such data will be reviewed annually to ensure out of date or irrelevant data is removed/updated. The period for which your data is held after the end of employment is 6 years after which time it is deleted.

Your rights

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

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing.



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If you would like to exercise any of these rights, please contact Kevin McClure, Managing Director at kevin@roomsandviews.co.uk If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You have some obligations to provide us with data. In particular, you are required to provide sufficient details to allow us to make a judgement of your suitability for employment or other matters under the implied duty of good faith. You may also have to provide us with data in order to exercise your statutory rights. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK, have to be provided to enable us to legally enter into a contract of employment with you. If you do not provide other information, this may hinder our ability to administer the rights and obligations arising as a result of the prospective employment relationship efficiently.

Automated decision-making

Employment decisions are not based solely on automated decision-making.