DART Tool Group, 1 Wheatfield Road, Dunnikier Business Park, Kirkcaldy KY1 3PD
T. +44 (0)1592 652900 F. +44 (0)1592 654854 E. sales@darttoolgroup.com

Privacy notice – job applicants

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

WHO WE ARE

We are Serracon Limited, trading as DART Tool Group. We are registered with the Information Commissioner's Office (the ICO) under number ZA348871.

WHAT DATA WE COLLECT AND HOW WE COLLECT IT

We process personal data relating to those applying to work, or otherwise to be engaged to work, as part of our workforce. The personal data we process may include, but may not be limited to, the following:

- data relating to your identity (including name, data of birth, gender, photographs, passport, National Insurance Number, immigration status, marital status, dependants),
- your name and contact details (i.e. address, home and mobile phone numbers, email address),
- details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests,
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs,
- details of your referees.

We may collect the following information after the shortlisting stage, and before making a final decision to recruit:

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers,
- information regarding your academic and professional qualifications,
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information,
- information relating to your health,
- information on your driving licence.

We may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, and the Home Office.

WHY WE COLLECT THE INFORMATION AND HOW WE USE IT

We will typically collect and use this information for the following purposes (other purposes may also apply):

- to take steps to enter into a contract;

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- for compliance with a legal obligation;
- for the performance of a task carried out in the public interest;
- for the purposes of our legitimate interests or those of a relevant third party (such as a benefits provider), but only if these are not overridden by your interests, rights or freedoms;
- because it is necessary for carrying out obligations or exercising rights in employment law;
- for reasons of substantial public interest (i.e. equality of opportunity or treatment, preventing or detecting unlawful acts); and
- to establish, exercise and/or defend any legal claims that may be brought by or against us in connection with your recruitment.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

WHERE YOUR PERSONAL INFORMATION IS HELD

Information may be held at our offices and those of our service providers, and representatives and agents. Some of these third parties may be based outside the European Economic Area.

HOW LONG YOUR PERSONAL INFORMATION WILL BE KEPT

We keep your information during and after your employment for no longer than is necessary for the purposes for which the personal information is processed.

THIRD PARTIES

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so.

RETENTION

The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

YOUR RIGHTS UNDER THE UK GDPR

Under the data protection legislation you have the right (subject to our legitimate interests) to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress,
- prevent processing for the purpose of direct marketing,
- object to decisions being taken by automated means,
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed,
- claim compensation for damages caused by a breach of the data protection legislation.

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If you would like to find out more about our data retention policy and how we use your personal data, or if you want to see a copy of the information about you that we hold, please contact Robert Paterson.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/.

CHANGES TO THIS PRIVACY POLICY

We shall notify you of any changes we make to this Privacy Policy in the future.

Updated June 2021

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