

Qa Research

Candidate Privacy Notice

As part of any recruitment process, Qa Research collects and processes personal data relating to job applicants. Qa 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?

Qa collects 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 the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

Qa may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity document or collected through interviews or other forms of assessment. We may also collect personal data about you from third parties, such as a Job Board Company or another employment business or agency.

We will seek information from third parties such as references supplied by former employers, only once a job offer to you has been made and will inform you that we are doing so.

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.

Criminal records checks

Given the nature of our business, we have safeguarding obligations towards the vulnerable people we may come into contact with in the course of our research. Depending on the role you are applying for we may undertake a Disclosure and Barring Service (DBS) check once a conditional offer of employment has been made.

A full list of data we may collect can be found at the end of this document.

Why do we process personal data?

Qa Research 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 us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom we offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out Qa's obligations and exercise specific rights in relation to employment.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, 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.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you and we may undertake checks of your qualifications with educational institutions.

How do we protect your data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long will we keep your data?

If your application for employment is unsuccessful, we will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

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 the organisation to change incorrect or incomplete data;
- require the organisation 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 Qa Research is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Kay Wright, Human Resources Manager kay.wright@qaresearch.co.uk

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

Full list of information we may process

- Name, work and home contact details
- Date and place of birth
- Education and work history
- *Individual demographic information in compliance with legal requirements (such as marital status, passport/visa information, nationality, disability, work permit, date and place of birth or gender)
- *Health issues requiring adaptations to the working environment
- *Photograph(s)
- Skills and qualifications
- *DBS check where relevant
- Audio recordings of telephone interviews
- Notes from face to face interviews
- Profiling results and associated reports
- Results from role plays/presentations

** These categories of information might potentially include some special category data or criminal convictions and offences data (sensitive personal information). Sensitive personal information is not routinely collected it may be collected where the Qa has a legal obligation to do so, or if you choose to disclose it to us during the course of your relationship with the company.*

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Qa Research 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 unsuccessful, Qa Research may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Changes to the Privacy Notice

This Privacy Notice may be changed by us at any time. This Privacy Notice will be updated in due course to comply with the further requirements under the GDPR.