

## **Recruitment Privacy Notice**

Forward Waste Management Limited (FWM) is committed to protecting the privacy and security of your personal information and will be transparent about how we collect and use that data to ensure that the Companies obligations to data protection are met.

### **Why we process personal data as part of the recruitment process.**

FWM primarily processes ordinary personal data prior to entering into a contract and also to allow us to enter into a contract with you. The Company will need to process your data to ensure compliance with our legal obligations and in some cases we may use your personal information to pursue legitimate business interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests.

Processing information during the recruitment process will allow the Company to assess applicants' ability and specific skills, experience and knowledge against job role requirements to determine suitability for the role for which they are applying.

### **How we will collect data, and what data is collected**

To allow the Company to determine suitability for our vacancies we will collect information from applicants. This may be in the form of CV's and covering letters, applications forms, passport and / or identity documents, qualification certificates, interview questions and notes as well as other methods of assessments including electronic tests and psychometric testing. Data contained in these documents will include:

- Your name, address, contact telephone number and email
- Your previous employment history
- Details of your qualifications, skills and experience
- Details of your right to work in the UK

FWM may ask if there are any health, disability and / or special requirements you request to assist you in attending an interview.

### **Third Parties**

We may have to share your data with third parties, including third-party service providers and other entities in the group. We require third parties to respect the security of your data and to treat it in accordance with the law. If we do, you can expect a similar degree of protection in respect of your personal information.

We deal with third party service providers in the following ways:

### **Psychometric testing**

FWM may require further assessment to be carried out against the requirements of the job role. On occasion FWM use psychometric testing as part of the recruitment process. This information is processed using a third party supplier. Where this is required FWM expect a similar degree of protection in respect of your personal information and we require third parties to respect the security of your data and to treat it in accordance with the law. This will be carried out before an offer of employment is given.

***Results of psychometric testing will not be used in their entirety to determine the outcome of the recruitment process for candidates. The recruitment process is not solely based on automatic decision making.***

### **Criminal Convictions**

We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process. We will use information about criminal convictions and offences in the following ways:

- During the recruitment process if you apply for a job within the Finance Department; and
- To prove that you are legally allowed to drive and that any license endorsements you have are acceptable to us and our insurers.

Where the Company requests this information it does so for the necessity to carry out its legal obligations. We are permitted to use your personal information in this way to inform our insurers that you are not banned from driving, and to ensure that you have no previous convictions relating to fraud that you have not previously disclosed.

### **Reference Requests**

FWM will collect personal data about you from third parties in the form of an employment reference request. This information will only be sent when an offer has been made. We will ask your permission before making contact with references provided.

### **Email applications**

The Company outsources our ICT Services to Glo IT Solutions Ltd.

FWM will not transfer your data outside the European Economic Area.

### **Employment Law**

Where necessary the Company may share your information with external employment law advisors where legal advice may need to be sought.

### **Storing your data**

Data is stored electronically using HR systems and electronic folders as well as by email. FWM may also hold paper based records of your application information. Your data will be stored securely

### **Access to data**

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR department, the interviewing department manager, the recruitment panel, and the directors of the Company.

### **Data Security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures can be found in the company's IT Policy, which is available on request.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **Data Retention**

If your application is unsuccessful all information received by Forward Waste Management as part of the recruitment process will be deleted and / or destroyed after 3 months from when you are sent the outcome of your application. If you would like us to retain your details and application information on file after this period for any future potential roles please contact the HR Department via email confirming your consent. You are free to withdraw your consent at any time by way of emailing.

If your application is successful and you are offered employment with FWM, all personal data collated during the recruitment process will be held on your personnel file. On the start of your employment you will be provided with the Company Employee & Contractor Privacy notice.

### **Your rights**

Your rights as a data subject have been detailed below, you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction** of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the HR Department, in writing. Additionally if you would like to exercise any of these rights please contact the HR Department.

Should you wish to exercise your right to access your data, you can complete the FWM Subject Access Request Form and submit to the HR Department. Please be advised that using the form in requesting information is not compulsory, you may, if you wish write a letter to request access to your data.



You are under no obligation to provide any data to the Company during the recruitment process. However please be advised that if you do not provide the information as part of the process we may not be able to determine suitability for the role for which you are applying.

As a data subject, if you believe that FWM has not complied with your rights, you can make a complaint to the Information Commissioner.

**Contact Us**

Please do not hesitate to contact us if you have any questions regarding the information contained in our recruitment privacy notice.

Human Resources Department  
029 2048 7504  
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