

Privacy notice for job applicants Zapf Creation (UK) Limited

At Zapf Creation (UK) Limited, we are committed to protecting and respecting your privacy and safeguarding any personal data that you give to us. We are transparent about the processing of your personal data and this notice sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Your personal data will be used only for the recruitment process.

We are a controller under the UK GDPR and the Data Protection Act 2018.

Address:

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Contact information:

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Contact information for data protection and privacy:

kristy@sapphireconsulting.co.uk

What kind of personal data do we collect and process?

1. We collect information about our prospective employees when they apply for employment with us, and we process it on an on-going basis. We will process the following data:

- Your application form containing your name, contact details, education and qualifications.
- A copy of each reference obtained for you;
- Documentary evidence of any qualifications
- In order to employ you, we are required to establish your identify and your right to work in the UK. We will need a copy of your birth certificate and passport (if any) (name, date of birth, nationality, photo, passport number)
- Depending upon the position, we may require a basic criminal record certificate. A basic certificate will contain details of convictions and cautions from the Police National Computer (PNC) that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974.

- Equality and Diversity information, such as data revealing racial or ethnic origin, religious or philosophical beliefs, health or sexual orientation.
- If you require reasonable adjustments in order to attend for an interview, then we will process your health data.
- Your image captured by our CCTV.

2. Personal data we receive from other sources.

We will receive information about you from your referees and from professional social media such as LinkedIn.

Why do we collect and use your personal data?

We ask you for personal details to assess your suitability as a candidate and to provide the best possible recruitment experience. When processing your personal data, the UK GDPR, the Data Protection Act, employment law and the Equality Act are always complied with.

Your submission of your CV or application is with your consent.

We will then process the data in your application or CV and the data collected on you during the recruitment process in order to assess your suitability for the position under the legal basis of legitimate interest.

We have a legal obligation to perform right to work checks on potential staff.

We like to ensure that we are an equal opportunity employer and therefore, will ask you to complete an Equality and Diversity Questionnaire as part of the recruitment process. Equality and Diversity Questionnaires are considered to be a task in the public interest by the government.

We process the following data under legitimate interest:

- We hold your CV and all data collected during the recruitment process for six months in the unlikely event of any employment tribunal claim;
- We will request a reference from the referees of your choice;
- We will review your professional social media accounts, such as LinkedIn, but not your personal social media accounts, such as Facebook;
- All personal data is stored securely on servers and in the cloud; and
- Images captured by CCTV for the safety and security of our clients, staff and visitors.

When we process data using legitimate interest, we balance your interests along with our business interests. Please let us know if you object to any of our processing.

How do we share your data with third parties?

We share your personal data with third parties where required, including:

- Service providers
- Insurers
- Legal and other advisors

All service providers are required to continue to adequately safeguard your personal data.

What security and retention procedures do we use?

We have procedures in place to prevent unauthorised access to, and the misuse of, personal data.

We use appropriate business systems and procedures to protect and safeguard the personal data you give us. We also use security procedures and technical and physical restrictions for accessing and using the personal data on our servers. Only authorised personnel are permitted to access personal data in the course of their work.

We will keep your CV and recruitment pack information for six months in case of the unlikely event of any employment claims. This is a legitimate interest of our business.

We will keep your CV for twelve months with your consent in case of any future employment opportunities.

Do we transfer data out of the UK?

Our head office is in Germany and staff data is transferred there for administrative purposes. This is a legitimate interest for us as an international business.

Do we use any automated decision making?

We don't do any automated decision making.

What are your rights regarding your personal data?

You have the right:

- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
 - we no longer need it;
 - if we are processing your personal data by consent and you withdraw that consent;
 - if we no longer have a legitimate ground to process your personal data; or
 - we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
- To restrict our processing if it was by legitimate interest.

- To request that your personal data be transferred from us to another company if we were processing

If you have a concern about the way we are collecting or using your personal data or wish to exercise any of your rights, please contacting kristy@sapphireconsulting.co.uk. You can also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.