

What is the purpose of this document?

Certsure is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, member, worker or consultant). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the UK GDPR (General Data Protection Regulation).

The following privacy statement explains how we, Certsure protect visitors information gathered via this website and processed using our online recruitment software. If you as a visitor choose to submit information, you do so knowing that use of such data is in accordance with this privacy statement.

We ensure generally accepted standards of technological security for the purpose of protecting information provided by visitors from misuse, loss or corruption. Only authorised personnel have access to personally identifiable information submitted through the website. Such employees are required to maintain the confidentiality of this sensitive data.

As defined by the and the Data Protection Act 2018 (DPA, UK GDPR) Certsure is the **Data Controller** and ultimately responsible for ensuring the data you provide is kept secure, processed correctly and that you understand your legal rights in relation to the data you provide.

As part of our Data Controller responsibilities, we have an assigned Data Protection Officer (or equivalent). Our DPO can be contacted at DPO@certsure.com.

The recruitment software we use via this website is supplied by Net-Worx (2001) Ltd (trading as networkx) and they are defined as a **Data Processor** under the DPA 2018 (UK GDPR). They will only process your data in accordance with our instructions. networkx can be contacted at: The Engine House, Wharfbank Business Centre, Ilkley Rd, Otley LS21 3JP. The Data Protection Officer for networkx is **Rob Baker** and can be contacted at dpo@networkxrecruitment.com.

Data Protection Principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.

- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided in your curriculum vitae and supporting statement, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, education, qualifications, current salary.
- Any information you provide to us during the selection and interview process.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Any recruitment agency if used, from which we collect the following categories of data:

The information you have provided in your curriculum vitae and covering letter, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, education, qualifications, current salary.

- Your named referees, from whom we collect the following categories of data:

Name, Job title, Date of employment, Recommendations, Assessment of work performance, Work relationships, Honesty and integrity, Re-employment potential, Reason for leaving.

How will we use information about you?

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint someone to undertake the work.

We also need to process your personal information to decide whether to enter into a contract of employment or services with you.

Having received your CV and covering letter, we will then process that information to decide whether you meet the requirements to be shortlisted for the role. If you do, we will decide from your application whether to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references and carry out any other appropriate checks before confirming your appointment.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.

Information about criminal convictions

We envisage that we will process information about criminal convictions in the following way:

We will collect information about your unspent criminal convictions history if we would like to offer you the role (conditional on checks and any other conditions, such as references, being satisfactory). We are required and/or entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. We have in place an appropriate policy documents and safeguards which we are required by law to maintain when processing such data.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data sharing

Who might we share your information with?

Personal details you provide in this registration:

- Will be made available to us and our processors
- Will by preference be searchable on our candidate database
- Will allow you to optionally receive notifications on relevant jobs you are seeking
- Will be used for communication with you regarding recruitment
- Will be used for statistical analysis

Although we may provide visitors information to service providers that handle information on our behalf, we will not share the information with third parties for secondary or unrelated purposes unless otherwise disclosed at the point of collection and not without having gained acceptance at the point of collection.

Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application: employment agencies, background or credit reference agencies. All our third-party service providers and other entities within the group are required to take appropriate security measures to protect your personal information in line with our policies. We do

not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

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, consultants 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.

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

How long will you use my information for?

Your candidate account will be deactivated after 12 months of inactivity. You can deactivate your account at any time. At the same time as this, your data will be fully anonymised.

Rights of access, correction, erasure and restriction

We are dedicated to providing reasonable access to visitors who wish to review the personal information retained when they apply via our website site and correct any inaccuracies it may contain. Visitors who choose to register may access their profile, correct, and update their details, or withdraw their details at any time. To do this, visitors can access their personal profile by using their secure login. In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.

Under certain circumstances, by law you have the right to:

- erasure or to be forgotten
- rectification if information is inaccurate or out of date - This enables you to have any incomplete or inaccurate information we hold about you corrected.
- the right of data portability (to obtain and reuse your personal data)
- object to network and the Controller and processors handling of your personal data.
- withdraw your consent with regards to the handling of your personal data

- ask for a copy of the information we hold about you (Subject Access Request - S.A.R) - This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- lodge a complaint with a supervisory authority - the ICO

Within your candidate account, you can also use the Download Data feature to generate an XML file of the current data we hold on to that you have provided and/or have access to within the account.

Where you exercise your right to object or withdraw your consent, we may process your personal data without your knowledge or consent where we are permitted or required by law or regulatory requirements to do so. In such a case, we will not process more personal data than is required under the circumstances.

If you are not satisfied by our actions, you can seek recourse through our internal complaints' procedure. If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner (www.ico.org.uk) or seek recourse through the courts.

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 us via vacancies@certsure.com and we will inform our DPO in writing at DPO@certsure.com.

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Right to withdraw consent


If when you applied for this role, you were asked to provide consent to us processing your personal information for the purposes of the recruitment exercise, you have the right to withdraw your consent for processing for that purpose at any time.

Unless we have notified you of another legal basis on which we are permitted to process your personal information, once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

Changes to our Privacy Policy

We reserve the right to modify or amend this privacy statement at any time and for any reason, providing it maintains compliance with the UK General Data Protection Regulation and the Data Protection Act 2018.

Approval and Ownership

Owner			
Human Resources			
Approved By	Title	Date	Signature
Paula Evans	Head of HR	August 2024	

Revision History

Version	Description	Revision Date	Review Date	Reviewer Name
1 - 2023			June 2023	Paula Evans
2 - 2024	Changes due to network (ATS) implementation	20/08/2024	August 2024	Dora Antalfai