



Candidate Privacy Notice

Data controller: Majestic Trees

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

Majestic Trees 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 Employer needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

We 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 documents, or collected through interviews or other forms of assessment such as personality tests.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made. An offer will be subject to satisfactory references.

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).

Why do we process personal data?

Majestic Trees needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

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

Majestic Trees 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 the Employer to manage the recruitment process, assess and confirm a candidate's suitability for employment and

decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We may also process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. Majestic Trees processes such information to carry out its obligations and exercise specific rights in relation to employment.

Majestic Trees is obliged [by its customers and clients] to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary and proportionate for the performance of a contract.

If your application is unsuccessful, we 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 we keep your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes interviewers involved in the recruitment process and managers in the business area with a vacancy. We may also request you to complete a personality questionnaire which is analysed by an external company. Your email address will be forwarded to them and they will forward you the on-line questionnaire by return. They will then analyse the data you provide in answering the questions and produce a report for us of which you will also have a copy, which shows your personality profile.

We will not share your data with other third parties, unless your application for employment is successful and it makes you an offer of employment. Majestic Trees will then share your data with former employers to obtain references for you.

The Employer will not transfer your data outside the European Economic Area.

How does Majestic Trees protect data?

Majestic Trees takes the security of your data seriously. It has 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 does Majestic Trees keep data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. If we feel that a suitable vacancy may possibly arise in the next 12 months, and you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 months for consideration of future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice. See the policy in the company handbook.

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 Majestic Trees to change incorrect or incomplete data;
- require Majestic Trees 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 Majestic Trees is relying on its legitimate interests as the legal ground for processing.
- Withdraw your consent at any point, where processing is based upon your consent.

If you would like to exercise any of these rights, please contact our HR Manager.

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

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Employer during the recruitment process. However, if you do not provide the information, the Employer may not be able to process your application properly or at all.

Automated decision-making

Our recruitment processes are not based on automated decision-making.