



LiveWest Applicant Privacy Statement

The following explains how LiveWest intend to use the information you provide in your application, along with your rights, our reasons for requesting it and who will have access to it.

As defined by the General Data Protection Regulation (GDPR), **LiveWest, 1 Wellington Way, SkyPark, Exeter, EX5 2FZ** 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 assigned the role of Data Protection Officer to our Director of Governance and Compliance. Our Data Protection Team can be contacted at data.protection@livewest.co.uk.

The recruitment software we use via this website is supplied by Eploy and they are defined as a **Data Processor** under the GDPR. They will only process your data in accordance with our instructions. Eploy's registered address is Edwin Avenue, Hoo Farm Industrial Estate, Kidderminster, Worcestershire, DY11 7RA. Please refer to LiveWest with any queries about data processing.

What information do we collect from you?

We collect information that is specifically provided by you as part of an application process. We will collect the following (but not limited to):

- Name, address, email, telephone number
- CV (if applicable)
- Equal opportunities monitoring information (defined as special category data) - this information is purely for statistical analysis and monitoring purposes
- Answers to application questions
- Any other information you wish to provide in support of your application
- Employment history
- Qualifications
- Where applicable Rehabilitation of Offenders & criminal records

By agreeing to this privacy statement, you are allowing us to form a contract that will mean we can use your details and information presented so that we can assess your suitability for employment with us and carry out our statistical analysis.



Why do we collect this information and who do we share it with?

Details you provide in this application:

- Will be held on our computer systems and may be downloaded by us
- Will be used to deal with your application
- Will be made available to us and our processors
- Will be used for communication with you regarding the vacancy
- Will be used to satisfy legal requirements
- Will be used for statistical analysis

We will store your personal data for **twelve calendar** months from registration, after which time it will be deleted, unless you choose to renew your consent for us to retain it. You can delete your information before this time by using the options in your online account.

Talent Pool

You may choose the option for your details to be retained as part of our Talent Pool. This identifies individuals who have an interest in applying for roles in LiveWest. When a vacancy becomes available, it enables LiveWest to alert matching members of the talent pool of the opportunity.

Background Checks

If you are successful through the application stage, as part of our pre-employment checks, we will perform a number of background checks.

iTrent

Only if you are successfully recruited, we will upload your details to our HR system, iTrent. As a member of staff, you will sign a contract of employment and agree to additional terms on how your data is handled and stored.

Online Tests

As part of our recruitment process, you may be requested to complete online tests with one of our third-party providers. We only send them the minimum amount of data required to perform this action.

References

Our recruitment process requires that we contact the referees provided by you as part of our checks to ascertain suitability of employment. The content of the reference will not be shared without the referee's permission.



Reporting and Data Extraction

We collect your data for statistical analysis or to extract it as part of a successful employee process in to our HR/Payroll system.

How can I access the information you hold about me? Your rights

We comply with all of the requirements of Data Protection legislation.

You can log into your account and review and amend the personal information that you have shared with us. You can withdraw your details at any time. In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.

You have the following rights in relation to the way in which we deal with your personal data:

- the right of erasure or to be forgotten
- the right to rectification if information is inaccurate or out of date
- the right of data portability (to obtain and reuse your personal data)
- the right to object to the controller and processors handling of your personal data
- the right to withdraw your consent with regards to the handling of your personal data
- you have the right to ask for a copy of the information we hold about you (Subject Access Request - S.A.R)
- You have the right to lodge a complaint with a supervisory authority - the ICO

Within your candidate account, you can also use the download facility to save and/or print your applicant account data.

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.