



COLSEC



External Privacy Notice

What this Notice Covers

The Company is committed to protecting the privacy and security of your personal information.

This Privacy Notice describes how we collect and use personal information about you during our recruitment process, in accordance with the General Data Protection Regulation (GDPR) and data protection legislation.

Identity of the data controller

Colsec Ltd is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice does not form part of any contract of employment or other contract provide services. We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Categories of personal data we process

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, personal email addresses.
- Details of your qualifications, skills, experience, and employment history.
- Information about your current level of remuneration, including benefit entitlements.
- Whether you have a disability for which we need to make reasonable adjustments during the recruitment.
- Information about your entitlement to work in the UK.
- Other information included in a CV or cover letter or as a part of the application process.
- Equal Opportunities monitoring information, including information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about professional or regulatory registrations.
- Information about criminal convictions and offences.

Colsec Ltd

Address: Hampton Lovett Industrial Estate, Kidderminster Rd, Hampton Lovett, Droitwich WR9 ONX

Phone: 01905 795070

Sources of personal data

We collect personal information about you through the application and recruitment process, either directly from you or from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers and credit reference agencies.

Our lawful bases for processing your data

We will use your personal information in the following circumstances:

- Where we need to take steps at your request prior to and when entering into a contract with you.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests or those of a third party and fundamental rights do not override those interests.

We will process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Our purpose for processing your data

- Making a decision about your recruitment or appointment
- Determining the terms on which you work for us
- Checking you are legally entitled to work in the UK
- Administering the contract we are proposing to enter into with you
- Assessing qualifications to determine your suitability for a particular job or task
- Checking you are able to undertake regulated work with vulnerable groups
- Education, training, and development requirements
- To Prevent fraud
- Equal opportunities monitoring

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

Who has access to your data

Your information will be shared internally with employees involved in the recruitment process and decision making, employees within our HR team, and IT employ.

Tim Bristow

Managing Director

Date:

Review Date:



27/2/23

27/2/24.

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