

# Data Protection and Privacy Notice

## 1. HOW WE USE YOUR INFORMATION

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1. This privacy notice tells you what to expect when Designer Group (DG) collects personal information. It applies to information we collect about job applicants, current and former employees.
2. If you are an employee of DG, full details of the purposes for which we hold and manage your personal data, our obligations as an employer and your legal rights as an employee are contained in a separate Data Protection Policy, available on the DG Intranet.
3. DG is the data controller for the information you provide unless otherwise stated.

## 2. RECRUITMENT PROCESS

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What will we do with the information you provide to us?

1. All the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.
2. We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.
3. We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

## 3. WHAT INFORMATION DO WE ASK FOR, AND WHY?

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1. We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.
2. The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

## 4. APPLICATION STAGE

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1. We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all this information.
2. You may also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside our recruitment team, including hiring managers, in a way that can identify you. Any information you do provide will be used only to produce and monitor equal opportunities statistics.

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## 5. ASSESSMENTS

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1. We may ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by the company. For example, you might complete a written test or we might take interview notes. This information is held by DG.

## 6. ONLINE TESTING

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1. **Thomas International** provide online testing for us. If we ask you to complete one of these tests, we will send you a link to the test. Your answers will be provided to and held by Thomas International. It will not be possible to identify you from the information held by them. Thomas International have produced a statement regarding their compliance with the GDPR via the following link.

<https://www.thomasinternational.net/en-gb/gdpr/gdpr-2016-679-statement/>

2. **JTL**, the work-based training provider may hold information about you in relation to apprenticeship training and assessments. This can consist of information such as your name, email address, postal address, telephone or mobile number or date of birth. You have the right to request a copy of the personal information JTL holds about you and to have any inaccuracies corrected. This is a link to JTL's privacy policy.

<https://www.jtltraining.com/privacy-and-cookies>

## 7. RETENTION OF INFORMATION FOLLOWING ASSESSMENT

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1. If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be retained in our talent pool for a period of 12 months. If you say yes, we would proactively contact you should any further suitable vacancies arise. If you do not wish us to keep your information for this reason, it will be deleted 6 months after the assessment.

## 8. CONDITIONAL OFFER

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1. If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

2. You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- We will contact your referees to obtain references, using the details you provide in your application.
- We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work.

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## 9. DISCLOSURE AND BARRING SERVICE CHECKS

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1. For certain jobs we may need to submit your details to the DBS Service which processes requests for criminal records check. DG is a registered employer with the Service and entitled by law to ask you to reveal your full criminal history (other than protected cautions and convictions), including spent convictions – also known as asking ‘an exempted question’.
2. An exempted question applies when the individual will be working in specific occupations, for certain licenses and specified positions. These are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Here is a link to the DBS Code of Practice, with which DG is fully compliant.

<https://www.gov.uk/government/publications/dbs-code-of-practice>

## 10. ENHANCED SECURITY CLEARANCE

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1. Some roles require a higher level of security clearance. This will be clear in the job advert. Or you may be transferred to a role requiring higher security clearance if you change jobs within the company.  
If this is the case, then you will be given details of the organisation in question, together with their privacy policy, in advance of your details being passed to that organisation for security clearance.
2. If you are recruited for or transferred to a project at Heathrow, we are required to submit your personal details to the client before you commence employment, using a system called ID Gateway. This is a link to that organisation’s privacy policy.

<https://idgateway.co.uk/privacy/>

## 11. ATTENDANCE AT CLIENT PREMISES

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1. As a pre-condition of admittance to some client premises we are required to submit your name and proof of certain qualifications/ copy of CSCS card. This information will be held securely and will not be shared with any third party without your consent.

## 12. USE OF DATA PROCESSORS

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1. Data processors are third parties who provide elements of our recruitment service for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

## 13. LINKED IN

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1. If you have applied for employment through Linked In, you are covered by Linked In’s privacy policy. A link to the privacy policy is located in the footer of every page. The privacy policy includes details about information collection, usage and security.

<https://legal.linkedin.com/dpa>

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## 14. OFFERS OF EMPLOYMENT

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1. If we make a final offer, we will also ask you for the following:

- Bank details – to process salary payments
- National Insurance (NI) Number
- Date of Birth
- P45/P46
- Emergency contact details – so we know who to contact in case you have an emergency at work

Applicable only for Contractors:

- Emergency contact details – so we know who to contact in case you have an emergency at work
- Certificate of Incorporation
- Certificate of Registration for Value Added Tax
- VAT number
- Certificate of Employer's Liability
- Company bank details
- Your unique taxpayer reference (UTR)

## 15. DG HUB

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1. If you accept a final offer from us, some of your personnel records will be held on DG Hub. This is an internally used HR records system, covered by our Data Protection Policy and Data Protection and Privacy Notice.

2. Our HR software is provided by **CIPHR**. The company holds the ISO 27001:2013 accreditation, an internationally recognised best practice framework for an information security management system. Your personal data is stored within CIPHR's SaaS Environment and will not be distributed outside of this without prior authorisation. CIPHR's privacy policy can be found here:

<http://www.ciphr.com/privacy-notice>

## 16. PAYROLL

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1. you are employed by DG, relevant details about you will be provided to our Finance Department who administer payroll services. This will include your name, bank details, address, date of birth, National Insurance Number and salary.

2. Our payroll accounting software is operated by Redsky, industry specialists in operating and accounting software. Here is a link to Redsky's privacy policy.

<http://www.redskyit.com/company/privacy.htm>

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## 17. WELPLAN

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1. On some projects your terms and conditions of employment are covered by an industry national working rule agreement. In this case, your sickness and accident cover will be provided through Welplan, a specialist provider to the building engineering services industry. Here is a link to Welplan's privacy policy.

<https://www.welplan.co.uk/website-disclaimer/privacy-policy/>

## 18. FLEXIBLE BENEFITS

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1. Our flexible benefits scheme is administered by Fair Care Employee Benefits Limited. This is a link to that company's privacy policy.

<http://perkpal.co.uk/privacy-policy/>

## 19. THE PEOPLE'S PENSION/ B&CE

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1. B&CE are the administrators of DG's designated Auto Enrolment Pension Scheme, The People's Pension. You will be auto-enrolled into the pension scheme. Details provided to B&CE will be your name, date of birth, National Insurance number and salary. Your bank details will not be passed to B&CE at this time.

Here is a link to their privacy policy:

<https://bandce.co.uk/privacy-policy/>

## 20. SCOTTISH WIDOWS

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1. If you are a member of DG's Scottish Widows pension scheme here is a link to their privacy policy:

<http://www.scottishwidows.co.uk/extranet/legals/privacy>

## 21. OCCUPATIONAL HEALTH SERVICE

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1. Maitland Medical Service Limited provides our occupational health service. Under certain circumstances we may ask this service to assess if you are fit to undertake the work that you have been offered, or advise us if any adjustments are needed to the work environment or systems so that you may work effectively.

2. The information you provide will be held by Maitland Medical Service who will provide us with a fit to work certificate or a report with recommendations. You are able to request to see the report before it is sent to us. If you decline for us to see it, then this could affect your employment.

## 22. ALCOHOL AND DRUG TESTING

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1. Maitland Medical Service also undertake alcohol and drug testing services on behalf of the company as set out in our Alcohol and Drug-Free Workplace Policy and Procedure. All tests are subject to a strict chain of custody procedure.

Here is a link to Maitland Medical Service's privacy notice.

<http://maitlandmedicaloccupationalhealth.com/cookies.html>

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## 23. PRIVATE HEALTHCARE AND EMPLOYEE ASSISTANCE PROGRAMMES

1. These programmes are provided by BUPA Occupational Health Ltd.

Here is a link to the company's privacy policy.

<https://www.bupa.co.uk/legal-notices/privacy-and-cookies>

## 24. DOCUMENT CONTROL SYSTEMS

1. Our project Document Control system is supported by Viewpoint For Projects software. The information held on this system mainly relates to the operation and progress of the project in question. The only personal data it contains will be records of attendance for RAMS and Toolbox talks. Here is a link to Viewpoint for Project's privacy notice.

<https://viewpoint.com/legal/privacy-notice>

## 25. HOW LONG IS MY PERSONAL INFORMATION RETAINED BY DG?

1. If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

2. If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the recruitment exercise.

3. Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the process. Equal opportunities information is retained for 6 months following the closure of the process whether you are successful or not.

## 26. HOW DO WE MAKE DECISIONS ABOUT RECRUITMENT?

1. Final recruitment decisions are made by hiring managers and members of our recruitment team. All the information gathered during the application process is taken into account. Online testing is marked and a result is generated automatically. However, if you wish to challenge the mark you have received, the result can be checked manually.

2. You are able to ask about decisions made about your application by speaking to your contact within our recruitment team or by email to the contact details below.

## 27. SPECULATIVE APPLICATIONS

1. If you apply to Designer Group for employment speculatively and we do not have any suitable work at the time, we'll let you know and we might ask you if you would like us to retain your application so that we can contact you about possible opportunities in the future. If you say yes, we will keep your application for 12 months.

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## 28.YOUR RIGHTS

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1. Under current Data Protection law, you have rights as an individual that you can exercise in relation to the information we hold about you. Where these relate to current or former employees, your rights are set out in our separate Data Protection policy which is included in the Employee Handbook and on the DG Intranet.

## 29.ACCESS TO PERSONAL INFORMATION

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1. Individuals can find out if Designer Group holds any personal information by making a 'subject access request'. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

2. To make a request to Designer Group for any personal information we may hold, you need to put the request in writing addressed to the Office Manager at the address provided below.

3. If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

4. If we do hold information about you, you can ask us to correct any mistakes by contacting the Human Resources Department.

## 30.COMPLAINTS OR QUERIES

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1. Designer Group is happy to provide any additional information or explanation needed with regard to any aspect of the company's collection and use of personal information.

2. Any requests for this should be sent to the address below, as should any complaint about the way we have processed your personal information.

## 31. CHANGES TO THIS PRIVACY NOTICE

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1. We keep our privacy notice under regular review. Please see footer for date of last review.

## 32.HOW TO CONTACT US

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52. If you want to request information about our privacy policy you can email [shirleyjones@designergrp.com](mailto:shirleyjones@designergrp.com)

or write to:

Shirley Jones, Office Manager (Data Protection lead)  
Designer Group  
First Floor, Egale 1  
St. Alban's Road  
Watford  
WD17 1RP

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For and on behalf of Designer M & E Services UK Limited

**Nick Baish**  
Managing Director UK

Signature:



Date  
17.04.2020