

CANDIDATES PRIVACY NOTICE

This privacy notice explains how we use personal information that we collect about you when you apply for a job position at PM+M.

WHAT DATA WILL PM+M COLLECT?

As part of your job application we will collect personal contact details such as your name, telephone and email contact details and information to assess your suitability, including your experience, professional history, skills and education.

We may collect recruitment information (including copies of right to work documentation, passport, references and other information included in a CV or cover letter or as part of the application process).

We may collect employment records (including job titles, work history, working hours, training records and professional memberships).

All personal information provided in your CV or covering letter will be used for the evaluation of your job application/s only.

We may use your email or telephone contact number/s provided to contact you with regards to your job application/s only.

HOW WE COLLECT YOUR PERSONAL DATA

We collect personal data through the application and recruitment process, either from you directly as a candidate or sometimes through a recruitment agency. We may sometimes collect additional information from third parties including former team members, or other background agency checks.

WHEN WE WILL USE YOUR PERSONAL DATA

We will use your personal data in the recruitment process to assess your suitability for the relevant job position.

We may also use your personal data to pursue legitimate interests of our own or those of third parties (provided your interests and fundamental rights do not override those interests). We will process your information for the following reasons:

- when making a decision about your recruitment or appointment
- to help determine the terms on which you work for us
- to check you are legally entitled to work in the UK
- where appropriate we may collect information about criminal convictions as part of the recruitment process, or where you may notify us directly

HOW WE WILL USE YOUR PERSONAL DATA

We may verify the accuracy of information with individuals or organisations including referees, recruitment agencies or academic/professional institutions.

We will store your first name and surname in a database so that we can prevent duplication with applications received from other channels, such as recruitment agencies. Holding your name on record for this purpose is a mandatory requirement and a prerequisite to your application.

In some circumstances, we may anonymise or pseudonymise the personal data so that it can no longer be associated with you, in which case we may use it without further notice to you.

DATA RETENTION

We will only retain your personal data for as long as is necessary to fulfil the purposes for which it is collected.

We will keep your CV and cover letter data on file for a period of six months following any recruitment campaign in order to contact you about similar or appropriate roles that become available in future. This may be extended up to 12 months if you are applying for a graduate or apprenticeship role where we operate an annual recruitment cycle.

Please notify our HR Talent Manager (contact details below) if you do not wish for your CV and cover letter information to be held on file.

HOW WE WILL STORE YOUR PERSONAL DATA

We will store your details in a database so that we can communicate with you with regards to your job application. Your data will be stored electronically in a secure file location on PM+M's secure server based in the UK, which will be accessible to the relevant PM+M client service team members. Any hard copies will be securely shredded following the application process. An encrypted backup may be stored off-site but will not be sent outside of the United Kingdom or EU.

ACCESS TO YOUR INFORMATION, CORRECTION AND REMOVAL

You have the right to request a copy of the information that we hold about you, to correct information or to request the removal of your data.

We want to make sure that your personal information is accurate and up-to-date. You may ask us to correct or remove information that you think is inaccurate. For access requests, your information will be provided within 30 days of your initial request. If your request is deemed unfounded or excessive we may notify you that there will be an administrative cost for providing this access request.

If you would like a copy of some or all of your personal information held, to correct or request the removal of this data, please contact our HR Talent Manager, on the contact details in the footer of this policy. On becoming an employee of PM+M, these terms of data will be superseded by our Employee Privacy Notice which will be issued as part of our recruitment process.

CHANGES TO OUR PRIVACY NOTICE

We keep our privacy notices under regular review and we will place any updates on this web page. This privacy notice was last updated in July 2019.

HOW TO CONTACT US

Please contact us if you have any questions about this privacy policy or information we hold about you.

Kathryn Rigbye – Human Resources Talent Manager

By telephone: 01254 679131

By email: Kathryn.rigbye@pmnm.co.uk

In writing: PM+M Solutions for Business LLP. New Century House, Greenbank Technology Park, Challenge Way, Blackburn, BB1 5QB