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**Data controller:** Talley Group Limited  
Premier Way  
Abbey Park Industrial Estate  
Romsey  
Hampshire  
SO51 9DQ

As a data controller, Talley is responsible for deciding how it holds and uses your personal data. During any recruitment process, we will collect, process and store personal data relating to job applicants, and we are committed to being transparent about how and why we collect and use this data, and how long it will usually be retained for. You are being provided with a copy of this privacy notice, which includes information that must be provided under the EU General Data Protection Regulation, since you are applying for work with us. If you have any queries about the process or how your data is handled, please contact us at [DataProtectionEnquiries@talleygroup.com](mailto:DataProtectionEnquiries@talleygroup.com). Alternatively, you can write to Data Protection, Talley Group Limited, Premier Way, Abbey Park Industrial Estate, Romsey, Hampshire SO51 9DQ.

#### **What data does Talley collect?**


Talley will collect, process and store a range of data about you in connection with your application for work. This may include:

- your name, address, title, gender 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 Talley needs to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK
- any psychometric test results, and
- any other information provided to us during the recruitment and selection process.

During the process, Talley may also collect, process and store limited information falling under “special categories” of data, however this is only likely to include an applicant’s race/ethnicity, or if an applicant has a disability for which we need to make reasonable adjustments.

This information may be collected in a variety of ways, for example, from an application form, CV or covering letter, obtained from your passport or other identity documents, collected through interviews or other forms of assessment, or provided to us via a recruitment agency.

Once a job offer has been made, Talley may also collect personal data about you from third parties, such as references from former employers and information from the Disclosure and Barring Service relating to any criminal convictions, however will inform you and gain your consent prior to obtaining these.

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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 does Talley process personal data?**

Talley 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 Talley to manage the recruitment process, communicate with applicants, assess and confirm an applicant's suitability for employment and decide to whom to offer a job. Talley may also need to process data from job applicants to respond to and defend against legal claims, or otherwise comply with legal or regulatory requirements.

Talley will also need to process your personal data to decide whether to enter into a contract of employment with you.

In some cases, Talley will have to process data to ensure that it is complying with its legal obligation, for example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Talley may also collect, process and store information classed as "special categories" of data, in order to carry out its obligations and exercise specific rights in relation to employment. This may include information about an applicant's race or ethnicity for equal opportunity monitoring purposes, or information about an applicant's disabilities to enable us to make reasonable adjustments during the recruitment process.


For some roles based within hospitals and care homes, and subject to certain criteria, Talley will seek information about criminal convictions and offences in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. If this applies to you, it will be made clear to you during the recruitment process. Where we ask for this information, we do so because it is necessary for us to carry out its obligations and exercise specific rights in relation to employment, and we will gain your explicit consent to us obtaining a Standard or Enhanced check from the Disclosure and Barring Service prior to the application being submitted. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

Talley will not use your data for any purpose other than the recruitment exercise for which you have applied.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area for which you may be considered and IT staff if access to the data is necessary for the performance of their roles.

Talley will not share your data with third parties (other than the recruitment agency if your application was made through them), unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references, payroll and/or benefit providers, and any necessary third parties, such as to obtain any required criminal records checks. We have contracts in place with our third party data processors and any third party is only permitted to process your personal data for our specified purposes and held in accordance with our instructions.

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### **How does Talley protect your data?**

Talley takes the security of your data seriously. We have internal policies and controls in place to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and is limited to our employees or other third parties who have a need to know for the proper performance of their duties. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have a data breach policy to deal with any suspected data security breach, and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **How long does Talley keep your data for?**

If your application for employment is unsuccessful, Talley will hold your data on file for 6 months after the end of the relevant recruitment process. This is so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. At the end of the period, your data is deleted or destroyed.

Should we want to retain your personal data on the basis that a further opportunity may arise in the future which we may wish to consider you for, we will contact you to seek your explicit consent to your data being retained for a fixed period on that basis.


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.

### **Your rights in connection with personal data**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request
- require the organisation to change incorrect or incomplete data
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing
- restrict the processing of your data should you wish to establish the accuracy of the data or the reason for processing, and
- request the transfer of your data to another party.

If you would like to exercise any of these rights, please email [DataProtectionEnquiries@talleygroup.com](mailto:DataProtectionEnquiries@talleygroup.com) who will deal with your request. Alternatively, you can write to Data Protection, Talley Group Limited, Premier Way, Abbey Park Industrial Estate, Romsey, Hampshire SO51 9DQ.

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If you believe that Talley has not complied with your data protection rights, you can complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection.

During the recruitment process, none of your personal data will be transferred to countries outside of the European Economic Area.

**What if you do not provide Talley with your personal data?**

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

**Automated decision-making**

Recruitment decisions are not based solely on automated decision-making and are taken into consideration along with any other information gathered during the recruitment process, and final decisions are made by hiring managers and members of the HR and recruitment team.

**Changes to this privacy notice**

This privacy notice is regularly reviewed and was last updated on 9<sup>th</sup> April 2018.