

United Kingdom Accreditation Service Limited

CANDIDATE PRIVACY NOTICE

Introduction

This Privacy Notice covers the United Kingdom Accreditation Service Limited and the Clinical Pathology Accreditation Service Limited (the "UKAS Group"). The UKAS Group is committed to protecting the personal data of its job applicants and those it may engage as contracted assessors. This Notice sets out important information about how the UKAS Group ("the Group" or "we" or "us") collect and use your personal data during the course of the application and recruitment process.

Our Privacy and Data Compliance Officer is Georgia Alsop. Her contact details are:
E-mail – DataProtection@ukas.com Telephone – +44 (0)1784 429000. You should read this Notice carefully and raise any questions you may have with our Privacy and Data Compliance Officer.

Scope

This Notice applies to job applicants and those individuals that the UKAS Group may engage as contracted assessors.

In connection with any application to the United Kingdom Accreditation Service Limited, the relevant data controller is the United Kingdom Accreditation Service Limited of 2 Pine Trees, Chertsey Lane, Staines-upon-Thames TW18 3HR.

In connection with any application to the Clinical Pathology Accreditation Service Limited, the relevant data controller is the Clinical Pathology Accreditation Service Limited of 2 Pine Trees, Chertsey Lane, Staines-upon-Thames TW18 3HR.

The United Kingdom Accreditation Service Limited and the Clinical Pathology Accreditation Service Limited are referred to as the UKAS Group for the purposes of this Notice.

What personal data do we collect?

Personal data means information which identifies you and relates to you as an individual. As your prospective employer, or in the process of engaging you as a contracted assessor, the UKAS Group will collect, use and store your personal data for a wide variety of reasons in connection with the application and recruitment process. We have set out below the main categories of candidate personal data which we process in connection with our recruiting activities on a day to day basis:

- personal contact information (including your name, home address, personal telephone number(s) and personal e-mail address)
- work history and other relevant experience including information contained in CV, cover letter or job application form
- education information including degrees awarded, transcripts and other information provided in support of the job application
- compensation history
- information collected during phone screenings and interviews
- details regarding the type of employment or engagement sought, desired salary, willingness to relocate, job preferences, and other information related to compensation and benefits
- reference information and information received from background checks (where applicable) including information provided by third parties

- information related to previous applications to us or previous employment history with us
- documents evidencing your right to work if making an application for employment (including information about your immigration status where relevant)
- date of birth
- gender
- information gathered through the UKAS Group's monitoring of its IT systems, building access records and CCTV recording in relation to your communications with us and attendance at our premises

The majority of the personal data to be provided by you is mandatory in connection with our recruiting activities. Failure to provide mandatory personal data may affect our ability to accomplish the purposes stated in this Notice, including considering your suitability for employment or engagement and/or entering into an employment contract or contract for services with you.

The list set out above is not exhaustive, and there may be other personal data which the UKAS Group collects, stores and uses in the context of the application and recruitment process. The UKAS Group will update this Notice from time to time to reflect any notable changes in the categories of personal data which it processes.

The majority of the personal data which we process will be collected directly from you. However, your personal data may also be provided to us by third parties, such as recruitment agencies, former employers, official bodies (such as regulators or criminal record bureaus) and medical professionals.

Referencing and vetting

As part of our referencing and vetting procedures, we will contact certain third parties in order to verify your personal information (including personal information that you provide as part of the application and recruitment process). These third parties will include:

- former employers in order to verify your previous employment history
- universities and/or other establishments for higher education that you attended in order to verify your education history

We will only seek this information in relation to successful candidates that have accepted a conditional offer of employment, or engagement as a contracted assessor, with us and we will specifically inform such candidates that we will be contacting these third parties in advance of doing so.

How do we use your personal data?

The UKAS Group uses your personal data for a variety of purposes in order to take steps necessary to enter into an employment contract, or contract for services, with you, to comply with legal obligations or otherwise in pursuit of its legitimate business interests. We have set out below the main purposes for which candidate personal data is processed:

- to identify and evaluate job applicants and contracted assessors, including assessing skills, qualifications and experience
- verifying candidate information and carrying out employment, background and reference checks, where applicable and in order to prevent fraud
- communicating with you about the recruitment process and your application
- to comply with our legal, regulatory, or other corporate governance requirements

In addition to using your personal data to consider you for the role you applied for, we will retain and

process your personal data to inform you about and to consider you for other roles that may be appropriate for you. If you do not want us to consider you for other roles which we consider may be appropriate for you, please inform your HR contact.

Again, this list is not exhaustive and the UKAS Group may undertake additional processing of personal data in line with the purposes set out above. The UKAS Group will update this Notice from time to time to reflect any notable changes in the purposes for which it processes your personal data.

What special categories of personal data do we process?

Certain categories of data are considered "special categories of personal data" and are subject to additional safeguards. The UKAS Group limits the special categories of personal data which it processes as follows:

- **Health Information**

We may process information about a candidate's physical or mental health in compliance with our obligations owed to disabled employees or contracted assessors, in particular:

- we may process information about an individual candidate's physical or mental health to comply with our obligations to make reasonable adjustments for disabled employees or contracted assessors as part of the recruitment process;
- as part of our pre-employment screening, successful candidates are asked to complete a medical questionnaire administered by a third party occupational health provider in order that we can take account of any medical issues relating to a new employee, including our obligation to make reasonable adjustments in the workplace.

We will always treat information about health as confidential and it will only be shared internally where there is a specific and legitimate purpose to do so. We have implemented appropriate physical, technical, and organisational security measures designed to secure your personal data against accidental loss and unauthorised access, use, alteration, or disclosure.

If a candidate is successful, any health information processed as part of the recruitment process that is relevant to the UKAS Group's compliance with its obligations in connection with employment, or our working relationship with you as a contracted assessor, will be retained and processed in accordance with the Employee and Contracted Assessor Privacy Notice.

If a candidate is unsuccessful, any health information obtained as part of recruitment process will be deleted with the rest of the candidate's personal data within 24 months of their rejection.

- **Criminal Record Information and Financial Record Checks**

In some cases, we are required to carry out criminal and financial record checks (for example, for individuals that are involved in assessing Police Forces) as part of our background vetting process and in compliance with our obligations in connection with employment or your working relationship with us.

We will always treat criminal record and financial record history as confidential and it will only be shared internally where there is a specific and legitimate purpose to do so. We have implemented appropriate physical, technical, and organizational security measures designed to secure your personal data against accidental loss and unauthorized access, use, alteration, or disclosure.

Criminal record information and financial record information will be deleted once the recruitment process has been completed, subject to any exceptional circumstances and/or to comply with particular laws or regulations. Criminal record information and financial record information will typically be retained for a maximum of 6 months, although the outcome of any checks will remain on the employee's record.

- **Equal Opportunities Monitoring**

The UKAS Group is committed to providing equal opportunities during recruitment and during employment and/or during the working relationship for all of its employees and contracted assessors and from time to time it will process information relating to ethnic origin, race, nationality, sexual orientation and disability, alongside information relating to gender and age, for the purposes of equal opportunities monitoring.

We have implemented appropriate physical, technical, and organizational security measures designed to secure your personal data against accidental loss and unauthorized access, use, alteration, or disclosure. In addition, this monitoring will always take place in accordance with appropriate safeguards as required under applicable law, including:

- the provision of information relating to ethnic origin, race, nationality, sexual orientation and disability for the purposes of monitoring will be voluntary and processed for this purpose only with your consent;
- wherever possible, the monitoring will be conducted on the basis of using anonymised data so individual candidates cannot be identified;
- the information processed for monitoring purposes will be maintained separately from general management and HR records.

When do we share candidate personal data?

The UKAS Group will share candidate personal data with other parties only in limited circumstances in order to take steps necessary to enter into the employment contract, or contract for services, or where necessary to comply with a legal obligation, or otherwise in pursuit of its legitimate business interests as follows:

- recruitment agencies
- background vetting specialists
- occupational health providers
- HMRC and/or any other applicable government body
- accountants, lawyers and other professional advisers
- any applicable regulatory body

In all cases, the candidate personal data is shared under the terms of a written agreement between the UKAS Group and the third party which includes appropriate security measures to protect the personal data in line with this Notice and our obligations. The third parties are permitted to use the personal data only for the purposes which we have identified, and not for their own purposes, and

they are not permitted to further share the data without our express permission.

The UKAS Group will also share candidate personal data with the Group companies from time to time (i.e. between the United Kingdom Accreditation Service Limited and the Clinical Pathology Accreditation Service Limited) for the purposes set out in this Notice. In particular, the UKAS Group shares employee and contracted assessor personal data for the purposes of obtaining appropriate HR and administrative support with the recruitment and application process.

For how long will my personal data be retained?

The UKAS Group's policy is to retain personal data only for as long as needed to fulfil the purposes for which it was collected, or otherwise as required under applicable laws and regulations. Under some circumstances we may anonymise your personal data so that it can no longer be associated with you. We reserve the right to retain and use such anonymous data for any legitimate business purpose without further notice to you.

For unsuccessful candidates:

- We will typically retain personal data collected during the recruitment process for a maximum period of 24 months from the end of the process subject to any exceptional circumstances and/or to comply with particular laws or regulations.
- We may retain select data relating to particular candidates on file for a longer period than 24 months in order to follow up with the candidates in relation to future vacancies; if you do not wish for your personal data to be maintained on file for this purpose, please inform us.
- We will typically retain personal data held in archived e-mails or other electronic files for 24 months.

If you are offered and accept employment, or an offer of engagement as a contracted assessor, with us, the personal data we collected during the application and recruitment process will become part of your employment record, or the record of your working relationship as a contractor with us, and we may use it in connection with your employment or engagement in accordance with the Employee and Contracted Assessor Privacy Notice.

What are my rights in relation to my personal data?

The UKAS Group will always seek to process your personal data in accordance with its obligations and your rights.

You will not be subject to hiring decisions based solely on automated data processing without your prior consent.

In certain circumstances, you have the right to seek the erasure or correction of your personal data, to object to particular aspects of how your data is processed, and otherwise to seek the restriction of the processing of your personal data. You also have the right to request the transfer of your personal data to another party in a commonly used format. If you have any questions about these rights, please contact Our Privacy and Data Compliance Officer using the details set out below.

You have a separate right of access to your personal data processed by the UKAS Group. You may be asked for information to confirm your identity and/or to assist the UKAS Group to locate the data you are seeking as part of the UKAS Group's response to your request. If you wish to exercise your right of access you should set out your request in writing to Our Privacy and Data Compliance Officer using the details set out below.

Finally, you have the right to raise any concerns about how your personal data is being processed with the Information Commissioner's Office (ICO) by going to the ICO's website: <https://ico.org.uk/concerns/> or contacting the ICO on 0303 123 1113 or casework@ico.org.

Where can I get further information?

The UKAS Group has designated Georgia Alsop as the Our Privacy and Data Compliance Officer to oversee compliance with this Notice and to deal with any questions or concerns. If you would like further information about the matters set out in this Notice, please contact our Privacy and Data Compliance Officer using the following options:

- *By registered post – Georgia Alsop, Privacy and Data Compliance Officer at United Kingdom Accreditation Services Limited, 2 Pine Trees, Chertsey Lane, Staines-Upon-Thames, TW18 3HR*
- *By e-mailing – DataProtection@ukas.com*