

Data Privacy Notice for Job Applicants – Alloyed Ltd

As part of our recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use your data to meet our data protection obligations.

What information do we collect?

We collect a range of information about you. This includes

- your name, address 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 you have a disability for which we need to make reasonable adjustments during the recruitment process;

We collect this information in a variety of ways. For example, data might be contained in application forms, CVs or supporting documents such as cover letter, through interviews or other forms of assessment.

We may also collect personal data about you from third parties for reference purposes. We will seek this information only once a job offer has been made and accepted.

Data will be stored in a range of different places, including on your application record in a restricted recruitment folder and on email.

Why do we process personal data?

We need to process data to complete our recruitment process and to enter into a contract with you.

We have legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm your suitability for employment and decide to whom to offer a job. We also need to process data from you to respond to and defend against legal claims.

We may process health information if we need to make reasonable adjustments to the recruitment process for you.

We will keep and use your data to match suitability for other potential opportunities (current and future) other than for which you have applied. You are free to withdraw your consent at any time by contacting jobs@alloyed.com

Who has access to data?

Your information will be only shared internally for the purposes of the recruitment exercise. This includes the hiring managers, recruitment team and interviewers involved in the recruitment process.

We will not transfer your data outside the UK.

How do we protect your data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long do we keep your data?

If your application for employment is unsuccessful, we will hold your data on file until the end of the recruitment process for the role you have applied for and 15 months thereafter to assess your suitability against similar roles. At the end of this period or once you withdraw your consent, your data will be deleted.

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

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

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us 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 we rely on legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override our legitimate grounds for processing data.

You can make a subject access request by emailing jobs@alloyed.com.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner (<https://ico.org.uk/global/contact-us/>).