

As part of any recruitment process, Euro Car Parks Ltd (Euro Car Parks) collects and processes personal data relating to job applicants. Euro Car Parks Ltd is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information does Euro Car Parks Ltd collect?**

Euro Car Parks Ltd collects a range of information about you. This includes information contained in your CV, Application form or correspondence to us.

Which may include:

- Your name, address and contact details, including email address and telephone number
- Details of your education history, 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 Euro Car Parks Ltd needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief
- Criminal convictions and financial information

Euro Car Parks Ltd collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Euro Car Parks will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks and information from the DVLA. Euro Car Parks will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

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 Euro Car Parks process personal data?**

Euro Car Parks Ltd needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, Euro Car Parks needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Euro Car Parks 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 Euro Car Parks Ltd to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Euro Car Parks Ltd may also need to process data from job applicants to respond to and defend against legal claims.

Where Euro Car Parks Ltd relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Euro Car Parks processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where Euro Car Parks processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, Euro Car Parks is obliged to seek information about criminal convictions and offences. Where Euro Car Parks Ltd seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

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

If your application is unsuccessful, Euro Car Parks Ltd will keep your personal data on file in case there are future employment opportunities for which you may be suited. Euro Car Parks Ltd will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

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

Your information will 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 with a vacancy and IT staff if access to the data is necessary.

Euro Car Parks will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Euro Car Parks Ltd will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Euro Car Parks will not transfer your data outside the European Economic Area.

### **How does Euro Car Parks Ltd protect personal data?**

Euro Car Parks Ltd takes the security of your data seriously. It has 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 does Euro Car Parks Ltd keep data?**

If your application for employment is unsuccessful, Euro Car Parks Ltd will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow Euro Car Parks Ltd to keep your personal data on file, Euro Car Parks Ltd will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

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 for no fee and we must comply within one month of your request
- Require Euro Car Parks Ltd to change incorrect or incomplete data
- Require Euro Car Parks Ltd to delete or stop processing your data, for example where the data is no longer necessary or relevant for the purposes of processing
- Object to the processing of your data where Euro Car Parks Ltd is relying on its legitimate interests as the legal ground for processing
- Ask Euro Car Parks Ltd to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override Euro Car Parks Ltd legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact [DPO@eurocarparks.com](mailto:DPO@eurocarparks.com).

If you believe that Euro Car Parks Ltd has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to Euro Car Parks Ltd during the recruitment process. However, if you do not provide the information, Euro Car Parks Ltd may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

### **Automated decision-making**

Recruitment processes are not based solely on automated decision-making.

We are following the CIPD Guidance on the retention and destruction of personal data and records.