



Recruitment Privacy Notice

Data controller: Le Chardon Service Company Limited, 14 Riversdale Crescent, Edinburgh, EH12 5QT, UK. Registration number SCO76383

As part of any recruitment process, Le Chardon Service Company Limited collects information about Candidates when you register as an applicant with Le Chardon Service Company Limited by completing the registration form on our website or by sending us your CV or by corresponding with us by phone, e-mail, in person at interviews or via our third-party suppliers. Le Chardon Service Company Limited is committed to being transparent about how it collects and uses that data and to meet its data protection obligations in accordance with the General Data Protection Regulation (GDPR) and data protection legislation.

What information does Le Chardon Service Company Limited collect?

Le Chardon Service Company Limited collects a range of information about you. This includes:

- Your personal contact details; such as your name, date of birth, address and contact details, including email address and telephone numbers;
- details of your qualifications, details of your education, your skills, experience and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- Whether or not you have a disability for which Le Chardon Service Company Limited needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the UK.
- Your curriculum vitae, your photograph, links to your professional profiles available in the public domain e.g. LinkedIn, Twitter, Facebook or corporate website, your immigration status, financial information (where we need it to carry out financial background checks or pay you).
- National Insurance number and tax related information, referee details
- In addition, you may choose to share other information with us that you think is relevant.
- Where appropriate or necessary (and in accordance with legal requirements) we may also collect information related to your health and details of any criminal convictions (where this is required for a role that you are applying for).

Le Chardon Service Company Limited collect 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, including online tests.

You may also provide us with your personal data when you use our website, subscribe to our services, participate in salary and other market surveys, attend our events, participate in discussion boards or other social media functions on our site or when you apply for jobs with us via other job offer mediums (such as 247 Media Ltd).



Le Chardon Service Company Limited may 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.

Le Chardon Service Company Limited 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 Le Chardon Service Company Limited process personal data?

Le Chardon Service Company Limited needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, Le Chardon Service Company Limited 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.

Le Chardon Service Company Limited 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 Le Chardon Service Company Limited to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Le Chardon Service Company Limited may also need to process data from job applicants to respond to and defend against legal claims.

Le Chardon Service Company Limited may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. Le Chardon Service Company Limited processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, Le Chardon Service Company Limited is obliged to seek information about criminal convictions and offences. Where Le Chardon Service Company Limited 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.

Le Chardon Service Company Limited will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, the organisation may keep your personal data on file for 12 months in case there are future employment opportunities for which you may be suited.

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 with a vacancy and IT staff, if access to the data is necessary for the performance of their roles.

Le Chardon Service Company Limited will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment. Le Chardon Service Company Limited 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. We will also securely transfer your data to our payroll services, in order that we may pay you.

Le Chardon Service Company Limited will not transfer your data outside the European Economic Area.

How does Le Chardon Service Company Limited protect data?

Le Chardon Service Company Limited 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 Le Chardon Service Company Limited keep data?

If your application for employment is unsuccessful, Le Chardon Service Company Limited will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period 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. The periods for which your data will be held will be provided to you in an Employee 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 Le Chardon Service Company Limited to change incorrect or incomplete data;
- require Le Chardon Service Company Limited to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Le Chardon Service Company Limited is relying on its legitimate interests as the legal ground for processing.

If you believe that Le Chardon Service Company Limited has not complied with your data protection rights, you have the right to make a complaint, at any time, to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk).

What if you do not provide personal data?



You are under no statutory or contractual obligation to provide data to Le Chardon Service Company Limited during the recruitment process. However, if you do not provide the information requested, Le Chardon Service Company Limited may not be able to process your application properly or at all.

Automated decision-making

Our recruitment processes are not based on automated decision-making. We do not undertake automated decision making or profiling. We do use our computer systems to search and identify personal data in accordance with parameters set by a person. A person will always be involved in the decision-making process.

Changes to our Recruitment Privacy Policy

Any changes we make to our Privacy Policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our Privacy Policy.

Contact Us

If you have any questions about this Privacy Policy, the use of your personal information or if you wish to request us to stop using your information in any way, please write to our appointed Data Protection Officer:

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Email: samcrabb@lechardonvaldisere.com