

RECRUITMENT PRIVACY NOTICE

Dron & Dickson is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information for applicants and candidates during the recruitment process, in accordance with the UK General Data Protection Regulation (GDPR).

This policy explains:

- What information we collect during our application and recruitment process and why we collect it;
- How we use that information; and
- How to access and update that information.

Types of information we collect

This notice covers the information you share with us and/or which may be acquired or produced by Dron & Dickson, during the application or recruitment process including:

- Your name, address, email address, telephone number and other contact information;
- Your resume or CV, cover letter, previous and/or relevant work experience or other experience, education, or other information you provide to us in support of an application and/or the application and recruitment process;
- Information from interviews and phone-screenings you may have, if any;
- Details of the type of employment you are or may be looking for, current and/or desired salary and other terms relating to compensation and benefits packages, willingness to relocate, or other job preferences;
- Details of how you heard about the position you are applying for;
- Any sensitive and/or demographic information obtained during the application or recruitment process such as gender, information about your citizenship and/or nationality, medical or health information and/or your racial or ethnic origin;
- Reference information and/or information received from former employees (where applicable), including information provided by third parties;
- Information relating to any previous applications you may have made to Dron & Dickson and/or any previous employment history with Dron & Dickson;
- Information about your educational and professional background from publicly available sources, including online, that we believe is relevant to your application or a potential future application (e.g. your LinkedIn profile); and/or
- Information related to any assessment you may take as part of the interview screening process.

RECRUITMENT PRIVACY NOTICE

Why do we process personal data?

We collect and process your information where it is necessary in order to take steps, at your request, prior to potentially entering into a contract of employment with you.

In some cases, we need to process personal data to ensure that we are complying with our legal obligations. For example, we are required to check your eligibility to work in the UK before employment starts.

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

We may process health information if we need to make reasonable adjustments to the recruitment process for you. This is to carry out our obligations and exercise specific rights in relation to employment. Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is processed on the basis for equal opportunities monitoring purposes.

We will not use your data for any purpose other than the recruitment exercises stated in this notice.

Legal Basis for Processing

Our processing of your personal data for the purposes mentioned above is based:

- in part, on our legitimate business interests in evaluating your application to manage our relationship with you, to ensure that we recruit appropriate employees, and to evaluate and maintain the efficacy of our recruiting process more generally; and in operating our business and protecting the company and its employees, clients, and third parties.
- in part, on our performing contractual and precontractual measures relating to our potential employment relationship with you;
- in part, on our complying with applicable law with regard to personal data necessary to satisfy our legal and regulatory obligations

How we use the personal information we collect

Your information will be used by Dron & Dickson for the purposes of carrying out its application and recruitment process which includes:

- Assessing your skills, qualifications, and interests against our career opportunities
- Verifying your information and carrying out reference checks and/or conducting background checks (where applicable) if you are offered a job;

RECRUITMENT PRIVACY NOTICE

- Communications with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential career opportunities at Dron & Dickson;
- Creating and/or submitting reports as required under any local laws and/or regulations, where applicable;
- Where requested by you, assisting you with obtaining an immigration visa or work permit where required;
- Making improvements to Dron & Dickson's application and/or recruitment process including improving diversity in recruitment practices;
- Complying with applicable laws, regulations, legal processes or enforceable governmental requests; and/or
- Proactively conducting research about your educational and professional background and skills and contacting you if we think you would be suitable for a role with us.

We may also use your information to protect the rights and property of Dron & Dickson, applicants, candidates, employees or the public as required or permitted by law.

If you are offered and accept employment with Dron & Dickson, the information collected during the application and recruitment process will form part of your employment record.

Who may have access to your information

Dron & Dickson takes appropriate steps to protect information about you that is collected, processed, and stored as part of the application and recruitment process.

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 and managers in the business area with a vacancy.

We may also share your personal information with other third parties for legitimate purposes relating to the recruitment process however only if we have obtained your prior consent (for example if you have given us permission to contact your referees).

If you are applying for an international advertised vacancy, your information may be stored and processed outside of the country or region where it was originally collected. In some of these countries, you may have fewer rights in respect of your information than you do in your country of residence. Regardless of where your information is processed, we apply the same protections described in this policy. We will also comply with certain legal frameworks relating to the transfer of data. The UK GDPR has determined that certain countries outside of the UK such as countries covered by the European Commission adequacy decision, adequately protect personal data. You can review current adequacy decisions on the Commission website.

RECRUITMENT PRIVACY NOTICE

Our retention of your information

If you apply for a vacancy advertised at Dron & Dickson and your application is unsuccessful (or you withdraw from the process or decline our offer), Dron & Dickson will retain your information for a period of 12 months after your application. We retain this information for the period stated above for various reasons, including in case we face a legal challenge in respect of a recruitment decision, to consider you for other current or future jobs at Dron & Dickson and to help us better understand, analyse and improve our recruitment processes.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in the future, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis. Alternatively, we will securely destroy your personal information in accordance with our data retention policy.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your employment record.

If you do not want us to retain your information for consideration for other roles, or want us to update it, please contact HR@dronanddickson.co.uk. Please note, however, that we may retain some information if required by law or as necessary to protect ourselves from legal claims.

Your rights in respect of your information

In certain countries, you may have certain rights under data protection law. In the UK, this includes the right to request access or to update or review your information, request that it be deleted or anonymized, or object to or restrict Dron & Dickson using it for certain purposes.

If you wish to exercise a right of access please contact HR@dronanddickson.co.uk. We will respond to any requests in accordance with applicable law.

Automated Decision Making

Dron & Dickson's recruitment processes does not incorporate any automated decision-making.

Changes to this Policy

We may update this policy from time to time. Any changes to this policy will be updated on this page.

Contact

If you have any questions about this privacy notice, please contact us at

HR@drondickson.co.uk or Dron & Dickson

HR Department
Unit B Craigshaw Road
West Tullos
Industrial Estate
Aberdeen
AB12 3AR

Last updated: February 2022

RECRUITMENT PRIVACY NOTICE