

SCHEDULE 2 - GDPR PRIVACY NOTICE

What is the purpose of this document?

Datalynx is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you when you apply for a post with us, in accordance with the UK General Data Protection Regulation (GDPR).

It applies to:

- All applicants for posts at Datalynx ("Applicants")

Datalynx is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to all Applicants. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice on email request from you to GDPR@datalynx.net

It is important that you read and retain this notice, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

How we obtain the information we hold about you

- from your application
- from our website, www.datalynx.net, both through the use of cookies and via contact forms, should you use this facility
- from any agency that may be acting on your behalf
- from background and reference pre-employment checks carried out by a government-approved Identity Service Provider

The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Gender.
- Copies of documents required to verify your identity: passport, driving licence, utility bills, bank / credit card statements, proof of name change, etc.
- Copies of right to work documentation: passport, national identity card, registration certificate, Home Office Document Certifying Permanent Residence or Permanent Residence Card, Biometric Immigration Document, Immigration Status Document, birth or adoption certificate, certificate of registration or naturalisation as a British citizen, Home Office Positive Verification Notice.
- National Insurance Number / copy of official NI letter from DWP
- Details of previous employment (five years preceding the date of your application)
- References
- Information included in a CV or cover letter or as part of the application process
- Results of HMRC employment status check, details of your interest in and connection with the intermediary through which your services are proposed.
- Copies of Disclosure and Barring Certificates
- Security Clearance Results
- Information obtained through electronic means such as logging systems and swipe card records. This may include IP addresses, device types, unique device identification numbers, browser-types, broad geographic locations (e.g. country or city-level location) and other technical information. We may also collect information about how your device has interacted with our website, including the pages accessed and links clicked.

How we will use information about you

We will only use your personal information when the law allows us to. We will use your personal information in the following circumstances:

1. Where we need verify the information you have given us is accurate and complete.
2. Where we need to comply with a legal obligation.

Situations in which we will use your personal information

We need all the categories of information in the list above to allow us to consider entering into a contract with you, including to enable us to comply with Baseline Personnel Security Standard (BPSS) and for security relating to our government and policing contracts and your access to our buildings. The situations in which we will process your personal information are listed below:

- When selecting candidates for employment on the basis of applications made to us, whether by you or by an agency acting on your behalf
- When considering whether employment opportunities which arise might be of interest to on the basis of previous applications you have made.

If you fail to provide personal information

Failure to supply information when requested will result in us not being able to consider you for a post.

Data sharing

We may have to share your data with third parties, including third-party service providers and clients. We require third parties to respect the security of your data and to treat it in accordance with the law. If we do, you can expect a similar degree of protection in respect of your personal information. Data will be stored in the UK / EEA / countries with equivalent data protection standards. See Appendix A for details.

Why might we share your personal information with third parties?

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

Which third-parties process your personal information?

“Third parties” includes third-party service providers (including contractors and designated agents) and government departments to whom we have a statutory reporting requirement.

The following are carried out by third-party service providers:

- UK Government provider(s) of security clearances.
- UK Policing provider(s) of security clearances.
- Background and reference pre-employment checks.

Data retention

How long will we use your information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of verification, and to satisfy any legal, or reporting requirements. All information is disposed of within three years from the closing date for applications, unless we enter into a contract of employment with you. Your personal data will then be processed by us under the terms set out in our Staff and Supplier Staff Privacy Statement.

Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

By law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information. Erasure will only be undertaken where it does not affect our ability to comply with our legal obligations.
- **Object to processing** of your personal information.
- **Request the restriction of processing** of your personal information.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact GDPR@datalynx.net.

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.

No fee required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights).

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time. Applicants will be updated on email request from you to GDPR@datalynx.net

If you have any questions about this privacy notice, please contact GDPR@datalynx.net

Annex A - Article 30 Record of Processing Activities

	Business function	Purpose of processing	Categories of individuals	Categories of personal data	Categories of recipients (see Supplier and Contractor Log.xlsx)	Names of third countries or international organisations that personal data are transferred to (if applicable)	Safeguards for exceptional transfers of personal data to third countries or international organisations (if applicable)	General description of technical and organisational security measures (if possible)	Article 6 lawful basis for processing personal data	Article 9 basis for processing special category data	Rights available to individuals	Existence of automated decision-making, including profiling (if applicable)	Link to retention and erasure policy document
Internal - HR Department	Human Resources	Recruitment	Successful candidates	Contact details	Referee / IDSP	N/A	N/A	Encrypted storage and transfer	Article 6(1)(b) - contract	N/A	Access, data portability, rectification	Yes	N/A
	Human Resources	Recruitment	Successful candidates	Qualifications	IDSP	N/A	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	N/A	Access, data portability, rectification	Yes	N/A
	Human Resources	Recruitment	Successful candidates	Employment history	IDSP	N/A	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	N/A	Access, data portability, rectification	Yes	N/A
	Human Resources	Recruitment	Successful candidates	Ethnicity	N/A	N/A	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	Article 9(2)(b) - employment	Access, data portability, rectification	No	Link
	Human Resources	Recruitment	Successful candidates	Disability details	N/A	N/A	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	Article 9(2)(b) - employment	Access, data portability, rectification	No	Link
	Human Resources	Recruitment	Unsuccessful candidates	Contact details	N/A	N/A	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	N/A	Access, data portability, rectification	Yes	N/A
	Human Resources	Recruitment	Unsuccessful candidates	Qualifications	N/A	N/A	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	N/A	Access, data portability, rectification	Yes	N/A
	Human Resources	Recruitment	Unsuccessful candidates	Employment history	N/A	N/A	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	N/A	Access, data portability, rectification	Yes	N/A
	Human Resources	Recruitment	Unsuccessful candidates	Ethnicity	N/A	N/A	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	Article 9(2)(b) - employment	Access, data portability, rectification	No	Link
	Human Resources	Recruitment	Unsuccessful candidates	Disability details	N/A	N/A	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	Article 9(2)(b) - employment	Access, data portability, rectification	No	Link

1. Document References

Document History			
Version	Change Detail	Author	Date
0.1	Initial version	Simon Daw	11/01/19
0.2	Edited	Simon Daw	31/01/19
1.0	Adopted	Charles Spinks	04/03/19
1.1	Added version control	Simon Daw	29/07/19
1.2	Clarified Data Sharing section to include provision for data processed outside the UK. Added Annex A (extract from GDPR Controller Detail). DAP-3460	Simon Daw	19/05/21
1.3	Full review. Updated to cover use of IDSP. Extra detail provided about how we collect information. Minor and grammatical changes (DAP-9848)	Simon Daw	24/11/23