

# Nationwide Crash Repairs Centres

## Recruitment Privacy Statement

The following privacy statement explains how we protect candidate information gathered via this website and how we, Nationwide Crash Repair Centres (Controllers) intend to use the information you provide in your application, along with your rights, our reasons for requesting it and who will have access to it. If you as a candidate choose to submit information you agree to the use of such data in accordance with this privacy statement. We ensure generally accepted standards of technological security for the purpose of protecting information provided by visitors from misuse, loss or corruption. Only authorised personnel have access to personally identifiable information submitted through the website. Such employees are required to maintain the confidentiality of this sensitive data.

As defined by the General Data Protection Regulation (GDPR) Nationwide Crash Repair Centres, 17a Thorney Leys Park, Witney, Oxfordshire OX28 4GE is the **Data Controller** and ultimately responsible for ensuring the data you provide is kept secure, processed correctly and that you understand your legal rights in relation to the data you provide. As part of our Data Controller responsibilities we have an assigned Data Protection Officer who can be contacted at [dpo@ncrc.co.uk](mailto:dpo@ncrc.co.uk).

The recruitment software we use via this website is supplied by Net-Worx (2001) Ltd (trading as networkx) and they are defined as a **Data Processor** under the GDPR. They will only process your data in accordance with our instructions.

Networkx can be contacted at: The Engine House, Wharfebank Business Centre, Ilkley Rd, Otley LS21 3JP.

The Data Protection Officer for networkx is **Rob Baker** and can be contacted at [dpo@networkxrecruitment.com](mailto:dpo@networkxrecruitment.com)

### What information do we collect from you?

The recruitment software collects only personally identifiable information that is specifically and voluntarily provided by candidates. As part of the registration process, we may collect the following (but not limited to):

We collect information that is specifically provided by you as part of an application process. We will collect the following (but not limited to):

- Name
- Address
- Email
- Telephone number
- CV (if applicable)

- Equal opportunities monitoring information (defined as special categories data) - this information is purely for statistical analysis and monitoring purposes
- Answers to application questions
- Any other information you wish to provide in support of your application

## **Why do we collect this information and who do we share it with?**

As required by the GDPR we must only request information if we have a legal basis for doing so. You are agreeing to provide this information in order for us to form a contract that will allow us to use your details and information presented so that we may provide recruitment services to you and carry out statistical analysis.

Details you provide in this application will be:

- held on our computer systems and may be downloaded by us
- used to deal with your application
- made available to us and our processors
- used for communication with you regarding the vacancy
- used to satisfy legal requirements
- used for statistical analysis
- held and may be used to contact you about other vacancies
- shared with hiring managers

Although we may provide candidates information to service providers that handle information on our behalf, we will not share the information with third parties for secondary or unrelated purposes unless otherwise disclosed at the point of collection and not without having gained acceptance at the point of collection.

## **How long do we keep hold of your information?**

Your candidate account will be deactivated after 24 months of inactivity. You can deactivate your account at any time. At the same time as this, your data will be fully anonymised.

## **Automation**

We use some automated screening tools as part of our application process. The answers you provide to one or more of the questions (excluding any special categories/equal opportunity questions) may result in your application being automatically declined. This technology is used to help us manage the high volume of applications we receive and can assure applicants the same outcome would occur if we manually reviewed your application.

The reason for the decline will be made available to you in your candidate account.

## **Cascade**

Only if you are successfully recruited, we will upload your details to our HR system, Cascade. As an employee you will sign a contract of employment and agree to additional terms on how your data is handled and stored.

## **CV Parsing**

We use CV Parsing as part of our application process. It will automatically populate answers to questions based on content within your CV. You have the ability to edit all answers and you must check they are correct before submission.

## **DocuSign**

We use DocuSign for digitally signed documents. You may be required to sign a contract, offer and/or other documents if you are successful. You will not have to create an account with them and we only pass on the minimum amount of data required to allow them to carry out their operations.

Please click the link below to view their privacy policy <https://www.docusign.co.uk/company/privacy-policy>

## **References**

Our recruitment process requires that we contact the referees provided by you as part of our checks to ascertain suitability of employment. The content of the reference will not be shared without the referee's permission.

## **Reporting**

We collect your data for statistical analysis or to extract it as part of a successful employee process in to our HR/Payroll system.

## **How can I access the information you hold about me? Your rights**

We are dedicated to providing reasonable access to candidates who wish to review the personal information retained when they apply via our website site and correct any inaccuracies it may contain. If you choose to register, you may access your profile, correct and update your details, or withdraw your details at any time. To do this, you can access your personal profile by using the secure login. In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.

You have the following rights in relation to the way in which we deal with your personal data:

- the right of erasure or to be forgotten
- the right to rectification if information is inaccurate or out of date
- the right of data portability (to obtain and reuse your personal data)
- the right to object to networkx and the controller and processors handling of your personal data
- the right to withdraw your consent with regards to the handling of your personal data

- you have the right to ask for a copy of the information we hold about you (Subject Access Request - S.A.R)
- You have the right to lodge a complaint with a supervisory authority - the ICO

Within your candidate account, you can also use the Download Data feature to generate an XML file of the current data we hold on you that you have provided and/or have access to within the account.

If you are not satisfied by our actions, you can seek recourse through our internal complaints procedure. If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)) or seek recourse through the courts.

By ticking the box, you are agreeing to the terms in this privacy statement. We are unable to process your application without this agreement.