

Privacy Notice for Job Applicants

1. PURPOSE OF THIS NOTICE

As part of any recruitment process, Low Carbon Contracts Company (“LCCC”, “we”) collects and processes personal data relating to job applicants. LCCC is committed to protecting the privacy and security of your personal information and to being transparent about how it collects and uses that data. We are a “data controller”, meaning we are responsible for deciding how we hold and use personal information about you. Please read this privacy notice as it describes how we collect and use your personal information, in accordance with data protection law.

2. DATA PROTECTION PRINCIPLES

We will comply with data protection law, which requires that 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; and
- 6) kept securely.

3. INFORMATION WE COLLECT ABOUT YOU

LCCC collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your 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 LCCC needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and

LCCC collects this information in a variety of ways. For example, data might be contained in CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

LCCC 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. LCCC 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).

4. WHY DO WE PROCESS PERSONAL DATA?

LCCC 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, LCCC 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.

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

LCCC 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.

LCCC may be obliged to seek information about criminal convictions and offences. Where LCCC 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/comply with a regulatory requirement to establish whether or not an individual has committed an unlawful act or been involved in dishonesty or other improper conduct.

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

5. WHO HAS ACCESS TO YOUR PERSONAL DATA?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR 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.

LCCC will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. LCCC 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.

6. HOW DO WE PROTECT YOUR PERSONAL DATA?

LCCC takes the security of your data seriously. We have put in place internal policies and controls to prevent your personal information from being lost, used or accessed in an unauthorised way, accidentally destroyed, altered or disclosed. In addition, we have limited access to your personal data to those employees who have a business need to know. We have appropriate procedures to deal with any suspected data breach and will notify you and the regulator of any suspected personal data breach where the law requires us to do so.

7. FOR HOW LONG DO WE KEEP YOUR PERSONAL DATA?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, your data will be 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 the Employee Privacy Notice.

8. 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 LCCC to change incorrect or incomplete data;
- require LCCC to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where LCCC is relying on its legitimate interests as the legal ground for processing; and
- ask LCCC to restrict processing data for a period of time if data is inaccurate or there is a dispute about whether or not your interests override LCCC's legitimate grounds for processing data.

In most cases, you will not have to pay a fee to access your personal information (or to exercise any of the other rights). 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 the other rights). This is another appropriate security measure to ensure that personal information is not disclose to any person who has no tight to receive it.

We have appointed a Data Protection officer (DPO) to oversee compliance with this privacy notice. If you want to exercise any of these rights or, if you have any questions about this privacy notice or how we handle your personal information, please contact our DPO, Claire Williams at: DPO@lowcarboncontracts.uk

If you believe that LCCC has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

You can file a complaint by calling the ICO on 0303 123 1113 or following this link:

<https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

9. WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

You are under no statutory or contractual obligation to provide data to LCCC during the recruitment process. However, if you do not provide the information, LCCC may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

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.

10. AUTOMATED DECISION-MAKING

Our recruitment process is not based on automated decision-making.