

## Job applicant privacy notice

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**Data controller: ABTA Ltd, 30 Park Street, London. SE1 9EQ**

**Data protection officer: Head of Operations & Delivery. ABTA Ltd, 30 Park Street, London. SE1 9EQ**

As part of any recruitment process, ABTA collects and processes personal data relating to job applicants. ABTA is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

### What information does ABTA collect?

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your academic and professional qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- racial or ethnic origin;
- sex and sexual orientation, religious or similar beliefs;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

We may 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 and the Home Office.

We may also collect personal data about you from third parties, such as references supplied by former employers.

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 ABTA process personal data?

We need 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, we need to process data to ensure that it is complying with its legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

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

ABTA 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. We process such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, we may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

#### **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.

ABTA will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. ABTA will then share your data with former employers to obtain references for you, to obtain necessary background checks.

Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

We will not transfer your data outside the European Economic Area.

#### **Where will information be held?**

Information may be held at our offices and those of our group companies, and third party agencies, service providers, representatives and agents as described above.

#### **What are the data protection principles?**

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

#### **How does ABTA protect data?**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Please see the link [here](#) for further information about how we collect and process personal data.

**For how long does ABTA keep data?**

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application for employment is unsuccessful, the organisation will hold your data on file for four months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, we will hold your data on file for a further month for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, 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 and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to ABTA during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

**Automated decision-making**

Recruitment processes are not based solely on automated decision-making.

For further information about your rights regarding your data, please see this [link](#)

**How to complain?**

We hope that our Data Protection Officer can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.