

## GDPR Job Applicant Policy

### Job Applicant Privacy Notice

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

### Data controller:

Profile Security Services Limited

### What information does the Company collect?

The Company 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 the Company needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the UK

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

The Company may 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. The Company 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 and administration management systems and on other IT systems (including email).

### Why does the Company process personal data?

The Company needs 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, the Company 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.

The Company 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 the Company to manage the recruitment process,

*Profile Security sets itself the highest standards. As a mark of excellence, it also meets national and international benchmarks:*

- Profile's Quality Management Systems (QMS) are ISO 9001:2015 certified.
- Our Environmental Management Systems (EMS) conform to ISO 14001:2015.
- Our data and information management security systems meet ISO 27001:2013 standards.
- Our supply chain security management systems conform to ISO 28000:2007.
- Since 1993, Profile has been certificated to BS7499, the Code of Practice for Security Guarding Companies, and more recently BS10800, through the National Security Inspectorate (NSI).
- We comply with BS 7858 for Screening & Vetting, and with BS 7984 for Key Holding & Alarm Response.

*Profile is a member of the Security Industry Authority, the organisation responsible for regulating private security contractors. Profile Security Services Limited currently holds SIA Approved Contractor Scheme (ACS) status for the provision of Door Supervision, Security Guarding, Key Holding and Public Space CCTV. Accreditation means we've been assessed for quality and best practice, and that we are committed to customer service and the compulsory licensing of our staff.*

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

The Company 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. The Company processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the Company is obliged to seek information about criminal convictions and offences. Where the Company 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.

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

## Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of HR, administration and recruitment, 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.

The Company will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment. The Company 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.

## How does the Company protect data?

The Company takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

The Company's security procedures are contained in the Company Standard Operating Procedures.

## For how long does the Company keep data?

If your application for employment is unsuccessful, the Company will hold your data on file for six months after the end of the relevant recruitment process.

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 and our Data Retention Policy.

## 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 the Company to change incorrect or incomplete data
- Require the Company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and

- Object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing

If you would like to exercise any of these rights please contact [dataprotection@profilesecurity.co.uk](mailto:dataprotection@profilesecurity.co.uk)

If you believe that the Company has not complied with your data protection rights, you can complain to the Information Commissioner.

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Company during the recruitment process. However, if you do not provide the information, the Company 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.

### Board Member Approval

This statement has been approved by the organisation's board of directors, who will review and update annually.



**Steven Moore**  
**Managing Director - Security UK**

January 2024

## Distribution List

A copy of the GDPR Job Applicant Policy is made available to all potential Profile employees and distributed, upon request, to suppliers, clients and potential clients.

## Version Control

NUMBER	COMMENTS	REVIEW DATE
v1.0	Original version (draft)	01/04/2018
v2.0	Policy Review	19/07/2019
v3.0	Revised Layout Policy Review	02/01/2020
v3.1	Policy Review & Pro Doc Numbers Added	07/07/2020
v3.2	Design and layout changes	31/05/2021
v3.3	Changes to cover page	18/08/2021
v3.4	Policy Review	25/08/2022
v3.5	Policy Review	27/10/2023
v3.6	New signatory	17/01/2024