

Privacy notice - Recruitment

As part of any recruitment process, Be Shaping the Future Management Consulting Ltd (the "Company") collects, processes and stores personal data relating to applicants for:

- Employment with the Company (both permanent and fixed term roles); or
- Contractor ("Associate") engagements.

The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the UK General Data Protection Regulation (UK GDPR).

The purpose of this privacy notice is to make all applicants aware of how and why we collect and use your data, both during and after the recruitment process.

What data does the Company collect?

The Company collects, processes and stores data about you during the recruitment process. This includes:

- Your name, address and contact details, including email address and telephone number.
- Any information you have provided about your qualifications, skills, experience and employment history.
- Any information you have provided about your current level of compensation and benefits.
- Any information you have provided requesting that we make reasonable adjustments during the recruitment process, including whether or not you have a disability.
- Any information about your entitlement to work in the UK.
- Any information you provide to us during an interview or other form of assessment.

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

We may also collect data about you from third parties, e.g. references supplied by former employers. However, we would only seek data from third parties once an offer of employment (or Associate engagement) has been made and would seek your written authorisation to do 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).

Why does the Company process personal data?

Processing data from applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment (or an Associate engagement) and, where applicable, enter into a contract with you.

The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. In some cases, the Company needs to process data to ensure that we are complying with legal obligations, or to respond to and defend against legal claims.

The Company relies on legitimate interests as a reason for processing data and has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Company may process “special category” data, such as information about gender and ethnicity. We may also collect information about whether or not applicants have a disability in order to make reasonable adjustments for them. We process such information to carry out obligations and exercise specific rights.

Who has access to your data?

Your data may be shared internally for the purposes of the recruitment process. This includes members of the HR and recruitment team, hiring managers, interviewers involved in the recruitment process, and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties unless your application for employment (or an Associate engagement) is successful. The Company will then, where required, share your data with former employers to obtain references, background check providers to obtain background checks and the Disclosure and Barring Service to obtain criminal records checks.

Automated Decision-Making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

How does the Company protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, altered, disclosed or accessed except by our employees in the proper performance of their duties. Those employees will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

How long does the Company keep data?

If your application for employment (or an Associate engagement) is unsuccessful, the Company will hold your data on file for twelve (12) months after the end of the relevant recruitment process.

If your application for employment (or an Associate engagement) is successful, personal data gathered during the recruitment process will be retained during your employment (or Associate engagement) and for 6 months after the end of your employment (or Associate engagement).

Your rights

Under certain circumstances, by law, you have a number of rights. You can:

- Request access to and obtain a copy of your data (commonly known as a ‘Data Subject Access 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.
- Object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing and there is something about your particular situation which makes you want to object to processing on this ground.

If you would like to exercise any of these rights, please contact
beuk.privacy@beshapingthefuture.co.uk

If you believe that the Company has not complied with your data protection rights, you can complain to the Information Commissioner's Office (ICO), the UK regulatory authority for data protection.

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 data, we may not be able to process your application properly or at all.