



# GDPR Privacy Policy – (Job Applicants)

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR), which came into effect in the UK on 25 May 2018. See 'Law relating to this document' below for more information.

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

## **What information do we collect?**

Make Ltd collects a range of information about you. This includes:

- Your name, address and contact details, including personal 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 organisation needs to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the UK.
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

Make Ltd collects this information in a variety of ways – for example, data might be contained in application forms, pre-interview forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Make Ltd 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. Make Ltd will seek information from third parties only once a job offer has been made to you and will inform you that we are 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).

## **Why do we process personal data?**

Make Ltd needs to process data at your request, prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure we are complying with our legal obligations – for example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.



Make Ltd 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 organisation 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.

Where we rely on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of employees or workers and have concluded that they are not.

Make Ltd may process health information if we need to make reasonable adjustments to the recruitment process for candidates with a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Where Make Ltd processes other special categories of data, such as information about ethnic origin, sexual orientation, health, or religion or belief, this is for equal opportunities monitoring purposes, and your express consent will be requested.

If your application is unsuccessful, Make Ltd will keep your personal data on file for 12 months in case there are future employment opportunities for which you may be suited. If we require to keep your information for longer, we will explain why, and you will be asked for your consent. You are free to withdraw your consent at any time.

### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment process. 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.

Make Ltd will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. At this point your data may be shared with former employers and/or employment background check providers to obtain necessary background checks.

If you have applied for a position in our Hong Kong or Sydney studio, your data may be transferred outside the European Economic Area (EEA) to share your application with the relevant teams.

### **How do we protect data?**

Make Ltd takes 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 or disclosed, and is not accessed except by the relevant employees of the organisation in the proper performance of their duties.

Job applications received via email are held securely on our email server and only made available to the appropriate employees to perform their duties – for example HR and/or the



hiring manager. If an email is deleted, it is held for 14 days on the server before it is purged from the system. We also back up the mailbox that received the application securely.

Applications are moved from email to a secure location on the network and a link made available to hiring managers so that applicants are not emailed unnecessarily. All data access is strictly controlled using the 'least access' privilege approach.

### **How long do we keep data for?**

If your application for employment is unsuccessful, we will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, 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 a new privacy notice.

### **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 organisation to change incorrect or incomplete data.
- Require the organisation 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 organisation is relying on its legitimate interests as the legal ground for processing.
- Ask the organisation to stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Head of HR.

If you believe that we have not complied with your data protection rights, you should first take it up with the head of HR. If after investigation you feel that your rights are still compromised, you can escalate this to Make director Jason Parker.

### **Data breaches and reporting**

If it becomes apparent that a potential data breach has occurred, Make Ltd will endeavour to report this to the Information Commissioner Office (ICO) within 72 hours of becoming aware of the data breach. This will be the case if the data breach is likely to result in damage to a person's reputation, financial loss, loss of confidentiality, or cause major financial or social disadvantage. If the breach is likely to result in a high risk to the rights and freedoms of the data subject, the company will also contact the data subject without undue delay.



Data breaches will be reported to the ICO by calling the dedicated personal data breach helpline on 0303 123 1113.

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

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

Authorised by:

A handwritten signature in black ink, appearing to read 'Ken Shuttleworth', is written over a thin horizontal line.

Ken Shuttleworth