

## **CANDIDATE PRIVACY NOTICE**

### **INTRODUCTION**

The Chartered Institute of Building ("CIOB" or "we" or "us") is committed to protecting the personal data of its job candidates. This Notice sets out important information about how CIOB collect and use your personal data during the course of the application and recruitment process and after the recruitment process has ended.

You should read this Notice carefully and raise any questions you may have with the CIOB HR department.

### **WHO DOES THIS NOTICE APPLY TO?**

This Notice applies to job candidates located in the UK. In connection with the recruitment process, the relevant data controller is controller is the CIOB (1 Arlington Square, Downshire Way, Bracknell, Berkshire, RG12 1WA).

### **WHAT PERSONAL DATA DO WE COLLECT?**

Personal data means information which identifies you and relates to you as an individual. As your potential employer, we will collect, use and store your personal data for a wide variety of reasons in connection with the candidate relationship. We have set out below the main categories of candidate personal data which we process on a day to day basis:

- personal contact information (including your name, home address, personal telephone number(s) and personal e-mail address)
- documents evidencing your right to work (including passport, ID information about your immigration status where relevant)
- documents gathered during the recruitment process (including cv, application form, references, summary from recruiter, equal opportunities and medical questionnaires, salary comparator documents, professional memberships and qualifications, background vetting information)

The majority of the personal data to be provided by you is mandatory in connection with our recruiting activities. Failure to provide mandatory personal data may affect our ability to accomplish the purposes stated in this Notice, including considering your suitability for employment and/or entering into an employment contract with you.

The list set out above is not exhaustive, and there may be other personal data which we collect, store and use in the context of the application and recruitment process. We will update this Notice from time to time to reflect any notable changes in the categories of personal data which it processes.

The majority of the personal data which we process will be collected directly from you, typically from your CV, application form and equal opportunities form. However, your personal data may also be provided to us by third parties, such as recruitment agencies, former employers, official bodies (such as regulators or criminal record bureaus), medical professionals and/or background vetting companies.

### **WHAT REFERENCING AND VETTING PROCEDURES ARE CARRIED OUT?**

As part of our referencing and vetting procedures, we will contact certain third parties in order to verify your personal information (including personal information that you provide as part of the application and recruitment process). These third parties will include:

- former employers in order to verify your previous employment history
- credit reference agencies (including but not limited to Experian Limited, company number 006533331, of The Sir John Peace Building, Experian Way, NG2 Business Park, Nottingham, NG80 1ZZ) as part of the vetting process

- universities and/or other establishments for higher education that you attended in order to verify your education history.

We will only seek this information in relation to successful candidates that have accepted a conditional offer of employment with us and we will specifically inform such candidates that we will be contacting these third parties in advance of doing so.

## **HOW DO WE USE YOUR PERSONAL DATA?**

We use your personal data for a variety of purposes in order to take steps necessary to enter into an employment contract with you, to comply with legal obligations or otherwise in pursuit of its legitimate business interests. We have set out below the main purposes for which candidate personal data is processed:

- to identify and evaluate job applicants, including assessing skills, qualifications and experience
- verifying candidate information and carrying out employment, background and reference checks, where applicable and in order to prevent fraud
- communicating with you about the recruitment process and your application
- to comply with our legal, regulatory, or other corporate governance requirements
- for the purposes of conducting data analytics to review and better understand the operation of our recruitment processes

In addition to using your personal data to consider you for the role you applied for, we will retain and process your personal data to inform you about and to consider you for other roles that may be appropriate for you. If you do not want us to consider you for other roles which we consider may be appropriate for you, please inform your contact in our HR department.

Again, this list is not exhaustive and we may undertake additional processing of personal data in line with the purposes set out above. We will update this Notice from time to time to reflect any notable changes in the purposes for which we process your personal data.

## **WHAT SPECIAL CATEGORIES OF PERSONAL DATA DO WE PROCESS?**

Certain categories of data are considered "special categories of personal data" and are subject to additional safeguards. The CIOB limits the special categories of personal data which it processes as follows:

- **Health Information**

We may process information about a candidate's physical or mental health in compliance with our obligations owed to people who are disabled.

We will always treat information about health as confidential and it will only be shared internally where there is a specific and legitimate purpose to do so. We have implemented appropriate physical, technical, and organisational security measures designed to secure your personal data against accidental loss and unauthorised access, use, alteration, or disclosure.

To the extent that any information about your physical or mental health is obtained during the recruitment process for equal opportunities monitoring, we will ensure that this information is treated in the strictest confidence and for monitoring and recording purposes only, as set out below.

If a candidate is successful, any health information processed as part of the recruitment process that is relevant to CIOB's compliance with its obligations in connection with employment will be retained and processed in accordance with the Employee Privacy Notice.

If a candidate is unsuccessful, any health information obtained as part of recruitment process will be deleted with the rest of the candidate's personal data within 12 months of their rejection.

- **Equal Opportunities Monitoring**

CIOB is committed to providing equal opportunities for employment and progression to all of its employees and prospective employees and from time to time it will process information relating to ethnic origin, race, nationality, sexual orientation and disability, alongside information relating to gender and age, for the purposes of equal opportunities monitoring.

We have implemented appropriate physical, technical, and organizational security measures designed to secure your personal data against accidental loss and unauthorized access, use, alteration, or disclosure. In addition, this monitoring will always take place in accordance with appropriate safeguards as required under applicable law, including:

- the provision of information relating to ethnic origin, race, nationality, sexual orientation and disability for the purposes of monitoring will be voluntary and processed for this purpose only with your consent;
- wherever possible, the monitoring will be conducted on the basis of using anonymised data so individual candidates cannot be identified; and
- the information processed for monitoring purposes will be maintained separately from general management and HR records.

#### **WHEN DO WE SHARE EMPLOYEE PERSONAL DATA?**

If you become an employee of the CIOB, we will share an employee's personal data with other parties only in limited circumstances in order to take steps necessary to enter into the employment contract or where necessary to comply with a legal obligation, or otherwise in pursuit of its legitimate business interests in accordance with the Employee Privacy Notice.

In all cases, where personal data is transferred to a country which is deemed not to have the same level of protection for personal data as the home country, we have put in place written data transfer agreements to protect the personal data. In the case of any transfer of personal data from a country within the European Economic Area (EEA) to a country outside of the EEA, these transfer agreements incorporate the standard contractual clauses approved by the European Commission. If you have any questions about the transfer of your personal data in these circumstances, please contact HR.

#### **FOR HOW LONG WILL MY PERSONAL DATA BE RETAINED?**

Our policy is to retain personal data only for as long as needed to fulfil the purpose(s) for which it was collected, or otherwise as required under applicable laws and regulations. Under some circumstances we may anonymise your personal data so that it can no longer be associated with you. We reserve the right to retain and use such anonymous data for any legitimate business purpose without further notice to you.

For unsuccessful candidates:

- We will typically retain personal data collected during the recruitment process for a maximum period of 12 months from the end of the process subject to any exceptional circumstances and/or to comply with particular laws or regulations.
- We may retain select data relating to particular candidates on file for a 12 month period in order to follow up with the candidates in relation to future vacancies; if you do not wish for your personal data to be maintained on file for this purpose, please inform us.

If you are offered and accept employment with us, the personal data we collected during the application and recruitment process will become part of your employment record and we may use it in connection with your

employment in accordance with the Employee Privacy Notice.

### **WHAT ARE MY RIGHTS IN RELATION TO MY PERSONAL DATA?**

CIOB will always seek to process your personal data in accordance with its obligations and your rights.

You will not be subject to hiring decisions based solely on automated data processing without your prior consent.

In certain circumstances, you have the right to seek the erasure or correction of your personal data, to object to particular aspects of how your data is processed, and otherwise to seek the restriction of the processing of your personal data. You also have the right to request the transfer of your personal data to another party in a commonly used format. If you have any questions about these rights, please contact HR using the details set out below.

You have a separate right of access to your personal data processed by the CIOB. You may be asked for information to confirm your identity and/or to assist the CIOB to locate the data you are seeking as part of CIOB's response to your request. If you wish to exercise your right of access you should set out your request in writing to HR using the details set out below.

Finally, you have the right to raise any concerns about how your personal data is being processed with the Information Commissioner's Office (ICO) by going to the ICO's website: <https://ico.org.uk/concerns/> or contacting the ICO on 0303 123 1113 or [casework@ico.org](mailto:casework@ico.org).

### **WHERE CAN I GET FURTHER INFORMATION?**

The CIOB has appointed HR to oversee compliance with this Notice and to deal with any questions or concerns. If you would like further information about the matters set out in this Notice, please contact HR at [hr@ciob.org.uk](mailto:hr@ciob.org.uk)