

Job applicant privacy notice

Data controller: Newspaper Club Ltd, Newark Road, Peterborough, PE1 5TD

As part of any recruitment process, Newspaper Club collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information does Newspaper Club collect?

Newspaper Club collects a range of information about you. This includes:

- your name, address, email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current salary;
- whether or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process;
- 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 emails, application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We 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. We will seek information from third parties only once a job offer to you has been made 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 does Newspaper Club process personal data?

The legal basis for processing your personal data is:

- Contractual; prior to entering into a contract or when entering into an employment contract with you.
- Legal obligation; we are required to check a successful applicant's eligibility to work in the UK before employment starts
- Legal obligation; we are required under the Equality Act 2010 to make appropriate reasonable adjustments for candidates with a disability

- Legitimate interests; during the recruitment process we have to process your data to allow us to assess and confirm your suitability for 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 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.

Newspaper Club will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share only the necessary data with former employers to obtain references for you.

Your personal data may be transferred to countries outside the EEA. The Company uses Google and Dropbox to store and move data. Data is transferred outside the EEA on the basis of Google and Dropbox processing data from the EEA in accordance with the GDPR.

How does the Company protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure 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.

For how long does Newspaper Club keep data?

If your application for employment is unsuccessful, we will normally keep your data for 30 days after the end of the relevant recruitment process. At the end of that period 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.

Automated decision making

Our recruitment processes are not based on automated decision making.

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:

Anne Ward, CEO (anne@newspaperclub.com)

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.