



HUMAN RESOURCES
POLICIES
AND
PROCEDURES

Job Applicant Privacy Notice Policy

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1. Introduction

In this Privacy Notice “the Company” (or “its”) refers to both Go Plant Limited and Go Plant Fleet Services Ltd. This privacy notice applies to personal information which is collected in connection with your application for a role at Go Plant.

2. Scope

As part of its recruitment process, the Company collects and processes personal information relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. The Company will act as controller of your personal information for the purposes of data protection laws, unless specifically stated otherwise. This notice does not constitute, or form part of, any offer or contract of employment or any contract to provide services.

Please read this privacy notice carefully. It explains clearly how the Company will use your personal information. If you have any questions about this privacy notice or the personal information that it collects and holds, you can contact the Company on hr@gpl-hire.co.uk.

You can also write to the Company at: Go Plant Fleet Services Ltd, c/o Regus. Pegasus Business Park, Herald Way, Castle Donington, DE74 2TZ.

If your application is successful and you become an employee, worker or contractor of the Company your personal information will be processed as set out in its Employee Privacy Notice Policy.

3. Policy

3.1 What information do we collect?

The Company will collect, store, and use the following categories of personal information about you::

- personal contact details such as name, title, addresses, telephone numbers, and personal email addresses;
- date of birth;
- gender;
- photographs (if provided);
- potential role at Go Plant, including your proposed employment / engagement start and end date, location and potential salary;
- details of your education, qualifications, skills, experience and employment history and other personal data provided in your CV;
- information about your current level of remuneration, including benefit entitlements;
- details of answers to questions and other information provided during the recruitment process;
- 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;
- information about criminal convictions and offences;
- race or ethnicity;
- religious beliefs;

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- National Insurance number, social security details and proof of identification; and
- images taken as CCTV recordings if you attend one of our sites.

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

The Company appoints recruitment agencies to help it to fill its vacancies. If you have engaged with one or more recruitment agencies in connection with your application for a role at the Company, it will obtain your personal information from those agencies.

The Company may also collect personal information about you from former employers and publicly available sources, such as social media platforms. It will seek information from former employers only once a job offer to you has been made and will inform you that we are doing so.

3.2 Why does the Company process personal information?

The Company processes your personal information for the following purposes:

Purpose	Personal Data Processed	Lawful Basis
Making a decision about your potential appointment; determining the terms on which you work for the Company; checking you are legally entitled to work in the UK; and assessing qualifications and/or capability for the proposed role.	All personal information set out in 3.1 above.	<p>This processing is necessary for the Company's legitimate interests of (i) the management and administration of its workforce, including the recruitment of new members of staff; and (ii) dealing with legal claims.</p> <p>Information about your race or ethnicity; trade union membership; health; and criminal convictions and offences is processed as necessary for the purposes of carrying out obligations and exercising specific rights in the field of employment and social security. Disability information is processed where necessary for the purposes of preventative or occupational medicine, assessing your working capacity and the management of health or social care systems and services.</p>

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Entering into employment or consultancy contracts with successful applicants.	All personal information set out in 3.1 above except images taken as CCTV recordings.	This processing is necessary for the performance of (including in order to take steps prior to entering into) your employment or consultancy contract.
Retaining details of candidates that may be suitable for future vacancies and contacting those candidates about future vacancies.	All personal information set out in 3.1 above except images taken as CCTV recordings.	This processing is necessary for the Company's legitimate interests of: (i) the management and administration of its workforce, including the recruitment of new members of staff; and (ii) dealing with legal claims.
Dealing with legal disputes or other legal claims involving you, or other employees, workers and contractors, including accidents at work.	All personal information set out in 3.1 above.	Dealing with legal disputes or other legal claims involving you or other applicants (e.g. in the event of alleged discrimination).
Providing feedback to recruitment agencies on the candidates that they provide.	All personal information set out in Section 3.1 above except information about your race or ethnicity, religious beliefs; health; and criminal convictions and offences; and images taken as CCTV recordings.	This processing is necessary for the Company's legitimate interests of: (i) the management and administration of its workforce; (ii) audit, forecasts, business planning; (iii) analysis of recruitment methods; and (iv) dealing with legal claims.
Conducting data analytics studies to review and better understand recruitment rates and analyse the performance of different recruitment channels, including the anonymisation of personal information.	All personal data set out in 3.1 above except photographs; National Insurance number, social security details and proof of identification; and images taken as CCTV recordings.	This processing is necessary for the Company's legitimate interests of: (i) the management and administration of its workforce; (ii) audit, forecasts, business planning; (iii) analysis of recruitment methods; and (iv) dealing with legal claims.

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		Information about your race or ethnicity; religious beliefs; health; and criminal convictions and offences is processed for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes. Where necessary, the Company will obtain your explicit consent to the processing of these categories of personal data.
Equal opportunities monitoring.	All personal data set out in 3.1 above except images taken as CCTV recordings.	This processing is necessary for the Company's legitimate interests of: (i) the management and administration of its workforce; (ii) audit, forecasts, business planning; (iii) analysis of recruitment methods; and (iv) dealing with legal claims. Information about your race or ethnicity, trade union membership, health, criminal convictions and offences is processed as necessary for the purposes of carrying out obligations and exercising specific rights in the field of employment and social security.
Recording and managing access to company facilities and premises.	Full name; date of birth; gender; potential role at the Company, including your proposed employment / engagement start and end date; images taken as CCTV recordings.	This processing is necessary for the Company's legitimate interests of: (i) protecting our personnel and property; (iii) the management and administration of its workforce; (iii) audit, forecasts, business planning and transactions; and (iv) dealing with legal claims.
Obtaining professional advice.	All personal data set out in 3.1 above.	This processing is necessary for the Company's legitimate

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		<p>interests of obtaining legal and other professional advice in connection with its business.</p> <p>Information about your race or ethnicity, religious beliefs; sexual orientation; trade union membership; health; and criminal convictions and offences is processed as necessary for (i) the establishment, exercise or defence of legal claims; or (ii) the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law</p>
Complying with our regulatory requirements.	All personal data set out in 3.1 above.	<p>This processing is necessary for the Company's legitimate interests of complying with laws and regulatory requirements.</p> <p>Information about your race or ethnicity, religious beliefs, sexual orientation; trade union membership, health and criminal convictions and offences is processed as necessary for the purposes of: (i) carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law; or (ii) for the establishment, exercise or defence of legal claims.</p>

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Group sharing for operational, procurement, management and legal purposes.	All personal data set out in 3.1 above.	This processing is necessary for the Company's legitimate interests of: (i) the management and administration of the corporate group's workforce; (ii) audit, forecasts, business planning and transactions (including joint ventures and business sales); (iii) dealing with legal claims; and commencing, handling or defending any legal proceedings (including prospective legal proceedings); and (iv) obtaining legal advice or for establishing, exercising or defending legal rights.
Corporate transactions.	All personal data set out in 3.1 above except information about your race or ethnicity, religious beliefs; health and criminal convictions and offences.	This processing is necessary for the Company's legitimate interests of enabling: (i) Go Plant and/or member(s) of its group to be purchased by a prospective buyer; (ii) the re-organisation financing, investment or other transaction involving the Go Plant and/or any member(s) of its corporate group; (iii) relevant parties to undertake due diligence in relation to a potential transaction; and (iv) forecasting, business planning and dealing with legal claims.

3.3 Who has access to your personal information?

Go Plant will share your personal information between Go Plant Limited and Go Plant Fleet Services Ltd to provide operational, procurement and legal support to each other and make business decisions relating to the Go Plant corporate group and your potential recruitment where necessary for:

- the management and administration of the corporate group's business, workforce, audit, forecasts, business planning and transactions (including joint ventures and business sales), and dealing with legal claims; and

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- commencing, handling or defending any legal proceedings (including prospective legal proceedings), for obtaining legal advice or for establishing, exercising or defending legal rights.

Recruitment Agencies and Referees

If you have engaged with one or more recruitment agencies in connection with your application for a role at the Company, it will share your personal information with those agencies to provide feedback on the candidates that they provide.

The Company will not share your personal information with providers of background and certification checking services (such as the Disclosure and Barring Service and DVLA) or your former employees or other referees unless your application for employment is successful and it makes you an offer of employment. If it makes an offer of employment for which referees or background or certification checks are required, it will share your data, as relevant, with:

- background and certification checking service providers to obtain necessary background and checks;
- your former employers or other referees to obtain references for you.

Third Party Providers

In addition, where necessary as part of our business, your personal information will be shared with:

- The Company's professional legal, accountancy and other advisors and auditors based in the United Kingdom in order to obtain legal, accountancy and other professional advice; and
- The Company's IT, payroll, pension administration, benefits provision and administration service providers based in the European Economic Area to which it has outsourced those elements of its business.

Sale or Transfer of Business or Assets

In the event that the Company sells or transfers (for example in outsourcing or reorganisation) any part(s) of the business and/or assets, it will also disclose your personal information to actual or potential purchasers or transferees of part(s) of the business or assets, and their respective advisers and insurers for the potential purchaser's or transferee's legitimate interests of:

- undertaking due diligence on, and valuing, the business and/or assets;
- transferring the personal information in connection with any relevant sale and the transfer of the Company's contractual rights and/or obligations; and
- the use of such personal information by a purchaser or transferee for the operation of its business.

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3.4 For how long does the Company keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 12 (twelve) months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed. If you do not wish to be considered for future employment opportunities, the Company will instead delete your data 6 (six) months after the end of the relevant recruitment process.

If your application for employment is successful, personal information gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will then be held will be as set out in the Company's Employee Privacy Notice.

3.5 Your rights

It is important to the Company that you are in control of your own information. In order to control the use of your personal information, you can exercise the following controls (subject to certain limitations):

- you may request access to or copies of the personal information that the Company holds about you;
- if you believe that any information the Company holds about you is incorrect or incomplete, please inform the Company as soon as possible. The Company will take steps to seek to correct or update any information if satisfied that the information it holds is inaccurate. In certain circumstances, you may also request that the Company restricts its processing;
- you may request that your personal information is deleted where it is no longer necessary for the purposes for which it is being processed and provided there is no other lawful basis for which the Company may continue to process such personal information;
- where you have provided the Company with your personal information that it processes using automated means, you may be entitled to a copy of that personal information in a structured, commonly-used and machine readable format;
- if the Company is processing your personal information to meet its legitimate interests (as set out above), you may object to the processing of your personal information by the Company. If the Company is unable to demonstrate its legitimate grounds for that processing, the Company will no longer process your personal information for those purposes.

In some circumstances, you may also request that the Company restricts the processing of your personal information:

- whilst the Company verifies your data as set out in (b) above;
- pending verification of our legitimate grounds as set out in (e) above; or
- if the processing is unlawful or no longer necessary but you wish the Company to retain your data for the purposes of establishing, exercising or defending legal claims.

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In such circumstances, the Company will only process your personal information (i) with your consent; (ii) for the establishment, exercise or defence of legal claims; (iii) for the protection of the rights of another person; or (iv) reasons of important public interest.

If you would like to exercise any of these rights or you have any concerns about how your personal information is processed, please contact hr@gpl-hire.co.uk

If you consider that the Company is in breach of its obligations under data protection laws, you may lodge a complaint with the Information Commissioner's Office in accordance with Article 77 of the General Data Protection Regulation. More information on lodging a complaint with the Information Commissioner's Office can be found at <https://ico.org.uk/concerns>.

3.6 What if you do not provide personal information?

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 which could prevent the Company from considering you for employment / engagement with the Company.



Cathy Potts
HR Director

9th September 2020