

Alliance Trust Savings

RECRUITMENT AND ONBOARDING PRIVACY NOTICE

May 2018



ATS RECRUITMENT AND ONBOARDING PRIVACY NOTICE

Alliance Trust Savings (ATS) collects and processes personal data relating to job applicants. ATS are a data controller for the purposes of the Data Protection Laws. ATS are committed to being transparent about how it collects and uses that data.

We will treat your personal information as private and confidential and we will not disclose your information except in the circumstances set out under the purposes stated in this document

What information does ATS collect?

ATS collects relevant information about you, in order to carry out a fair recruitment process, this includes:

- your name, address and contact details, including 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
- Any other information that you choose to send us

ATS collects this information in a variety of ways. For example, data is collected through online applications, CVs, obtained from your passport or other identity documents such as your driving licence, or collected through interviews or other forms of assessment. Information collected as part of our recruitment process will become part of your employment record.

We may use cookies and similar technologies on our websites and in our emails. Our cookies policy is available at www.alliancetrustsavings.co.uk/how-we-use-cookies/ and gives you more information on these technologies and how you can control them.

Why does ATS process personal data?

ATS needs to process your data to enter into a contract with you and to ensure that 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.

ATS 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 ATS to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims. As we are a Financial Services company, we are obliged to seek information about criminal convictions and offences. We do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment. We will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, we will keep your personal data on file for a period of 1 year in case there are future employment opportunities for which you may be suited (at the end of this period, your data is automatically deleted or destroyed). Our online recruitment tool, Workable, includes a 'right to erasure' feature so that you can remove your data at any point in the application process.

Who has access to the data?

Your information will be shared internally, including with members of the HR team, interviewers involved in the recruitment process and managers in the business areas with a vacancy. We 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 your data with Core-Asset Consulting who carry out employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. We may also disclose information concerning you as required by law or regulation to any competent regulatory, government or law enforcement authority. Where third parties are involved in the recruitment process, they will be bound by terms of confidentiality and this Privacy Notice.

The majority of personal information is stored and processed in the UK and European Economic area (EEA). However, some information may be processed by us or the third parties we work with outside of the EEA, including the United States.

Examples of processing outside of the EEA:

- Workable (online recruitment tool) – data is accessible to Workable's US staff and data may be stored/hosted on US servers.
- Core-Asset Consulting (recruitment partner) – some of the data provided may be transferred to countries outside of the EEA i.e. a pre-employment check who may have lived or worked overseas

How will we secure your data?

We recognise our responsibility to protect the information you provide to us. We take appropriate technical, organisational, and legal steps to protect your information.

Changes to this Privacy Notice

This Privacy Notice may be adjusted from time to time. ATS reserves the right to modify or amend this Privacy Notice at any time. The effective date of this Privacy Notice is displayed at the beginning of this notice.

Your Rights

As a data subject, you have a number of rights under the Data Protection Laws with respect to how your personal information is held and used by us. If you wish to exercise any of these rights you can contact us via atscareers@alliancetrustsavings.co.uk we will grant your request only to the extent that we are allowed and required to do so under Data Protection Laws. These include:

- 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 or not your interests override the organisation's legitimate grounds for processing data.
- request the organisation stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.
- to object to a decision being based on automatic processing (note ATS employment decisions are not based solely on automated decision-making)

If you believe our processing of your personal information does not comply with Data Protection Law, you can make a complaint to the Information Commissioner's Office (ICO) using the following details:


Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire

Tel: 0303 123 1113

Web: <https://ico.org.uk/>

Alliance Trust Savings

Registered head office:
PO Box 164, 8 West Marketgait,
Dundee DD1 9YP

 +44 (0)1382 573737

 atscareers@alliancetrustsavings.co.uk

 alliancetrustsavings.co.uk

Alliance Trust Savings Limited is registered in Scotland No. SC 98767, registered office, PO Box 164, 8 West Marketgait, Dundee DD1 9YP; is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, firm reference number 116115. Alliance Trust Savings Limited gives no financial or investment advice. 'Alliance Trust Savings', 'ATS' and 'AT Savings' are all brand names of Alliance Trust Savings Limited together with the 'Alliance Trust Savings' logo are owned by and used with the permission of Alliance Trust PLC, the previous owner of Alliance Trust Savings Limited. Calls may be recorded for training and monitoring purposes.