

What is the purpose of this document?

Scales Digital is a part of Scales and Associates Ltd. The following privacy policy applies due to the registration of Scales and Associates with the information commissioner's office (ICO). Scales and Associates is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor) or you have asked that we assist in finding work or opportunities for you.

It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The kind of information we hold about you

In connection with your application for work with us or with one of our clients, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form or that of our client, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, references, test results.
- Financial information e.g. remuneration – salary and benefits.
- Right to work documentation e.g. visa.
- Any information you provide to us during an interview, meeting or discussion with us.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.
- LinkedIn profiles.
- Publications.
- Internet based searches.
- Your named referees. from whom we collect the following categories of data: employment history, suitability, character and reliability.

How we will use information about you

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the work or role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.
- Communicate with our clients and prospective clients about you for a suitable role.

It is in our legitimate interests to decide whether to appoint you to role since it would be beneficial to our business to appoint someone to work with our client in that role.

It is in our legitimate interests to process the information e.g. to defend our legal rights.

We also need to process your personal information to decide whether to consider you for various suitable roles that may be available with our client(s).

Having received your CV and covering letter or your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview or put you forward to our client for further consideration. If we or the client decide to call you for an interview, we or the client will use the information you provide to us at the interview to decide whether to offer you the role.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

How we use particularly sensitive personal information

We will use your sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment or employment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.
- Legality to work in a particular location.

Information about criminal convictions

We do not envisage that we will process information about criminal convictions.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data sharing

Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application. In particular, with:

- Our clients or prospective clients who seek suitable candidates to work for them.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

We may need to share your personal information with our professional service providers e.g. accountants or legal advisors for our legitimate business interests such as defending our legal rights.

Data security & data transfer

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, clients, prospective clients, agents, contractors and other third parties who have a business need-to-know basis. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from Andrew Scales.

In order to process your application, we will send your personal information to clients and prospective clients in a targeted manner, to locations within the EU and outside of the EU. We have implemented various measures to ensure that there are suitable data protection systems in place within these locations. For example, we have amended our commercial terms to ensure that this is in place.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

How long will you use my information for?

We will conduct regular data reviews and audits. We will need to retain your personal information so that we can remain in contact with you and inform you of suitable opportunities. We also retain your personal information so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way.

We will also retain your personal information on file, on the basis that a further opportunity may arise in the future with one of our clients and we may wish to consider you for that. You can ask us to remove or delete your information at any stage as outlined further below. We will conduct regular data audits and you will be written to confirming the information we hold about you and whether or not you wish to remain on our records.

Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact gdpr@scalesassociates.ca in writing.

Right to withdraw consent

When we initially discussed our services with you together with the possible assistance that we may be able to provide, you provided consent to us processing your personal information for the purposes of sourcing suitable work for you and for recruitment purposes. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact gdpr@scalesassociates.ca. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.