

Privacy Information Notice

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APPLICANTS

Version 1.0

Utilita Group Limited Copyright 2018

Registered in England & Wales Company Number: 04847763

Utilita Energy Limited, Secure House, Moorside Road, Winchester, SO23 7RX

utilita 
life with power

PRIVACY INFORMATION NOTICE FOR JOB APPLICANTS

1 INTRODUCTION

1.1 This Privacy Information Notice sets out how and why Utilita Group Limited ("we") and our subsidiaries, process personal information about the people who apply to work for us ("you") and your rights in relation to that information.

1.2 Utilita Group Limited is usually the controller in respect of personal information held about those who apply to work for us or our subsidiaries.

1.3 If you have any questions or concerns in relation to this Privacy Information Notice, we have appointed a Data Protection Officer (DPO) to oversee compliance. You can contact our Data Protection Officer at **DPO@utilita.co.uk** or write to Utilita Group, Hutwood Court, Bournemouth Road, Chandlers Ford, Eastleigh, SO53 3QB.

1.4 This Privacy Information Notice is not contractual and is designed to inform you about certain information.

2 WHAT INFORMATION WE MAY COLLECT, AND HOW WE WILL USE IT?

2.1 We collect information about you from several different sources, including directly from you or information which you have made public and in some circumstances from third parties such as referees, former employers and recruitment agents.

2.2 We use this information to identify you, to carry out actions under our employment or recruitment processes, to monitor and review our legal obligations, and with a view to improving our processes.

2.3 We may collect special category information from you, such as information revealing racial or ethnic origin, religious or philosophical beliefs, sex life and sexual orientation, information concerning health, information concerning criminal convictions or the alleged commission of criminal offences as well as details of related legal proceedings.

2.4 We may share all or as appropriate your information with:

- 2.4.1 Recruitment agencies;
- 2.4.2 Associated companies in the Utilita Group;
- 2.4.3 Government and regulatory bodies such as HMRC;
- 2.4.4 Courts and tribunals;
- 2.4.5 The Disclosure and Barring Service.

2.5 We do not share your information with outside organisations other than those set out above.

2.6 We may use your information to:

- 2.6.1 assess your skills, qualifications, and suitability for a role;
- 2.6.2 carry out background and reference checks, where applicable;
- 2.6.3 communicate with you about the recruitment process;
- 2.6.4 keep records relating to our hiring processes;
- 2.6.5 contact you about future job opportunities;
- 2.6.6 respond to any allegations, claims or complaints; and
- 2.6.7 make reasonable adjustments.

2.7 We may carry out a criminal record check to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for a role that has or may be offered to you. This will usually only apply where your role will require you to access clients' or potential clients' homes or premises, which may bring you into contact with children or vulnerable adults.

3 HOW WE LOOK AFTER YOUR PERSONAL INFORMATION

3.1 We have IT protections and other procedures in place to protect the data we hold about you. Access to your personal information is limited to those who have a business need to know the information. Individuals who do have access to your information are subject to our data protection policies, including (but not limited

to) our data breach, tidy desk and clear screen and information handling and storage policies. All data protection policies can be accessed from the intranet by all staff.

3.2 Utilita will securely delete any information that we have collected from you in line with our standard retention policies.

4 YOUR RIGHTS

4.1 Under data protection rules, you have rights in relation to your information.

4.2 You have the right to request from us access to your own personal information.

4.3 Additionally, you have the right to request from us:

- 4.3.1 that any inaccurate information we hold about you is corrected;
- 4.3.2 that information about you is deleted in certain circumstances;
- 4.3.3 that we stop using your personal information for certain purposes;
- 4.3.4 that your information is provided to a third party in a commonly used format;

4.4 In some cases, we may not be able to comply with your request as the above rights are limited to certain defined circumstances.

4.5 Please contact the HR Department if you wish to exercise any of your rights. **HR@utilita.co.uk**

4.6 If you are unhappy with the way we handle your personal information, please contact our Data Protection Officer at **DPO@utilita.co.uk**. We will try to address your concerns. You can also complain to the Information Commissioner's Office who is the relevant regulatory body.

5 CHANGES TO THE PRIVACY INFORMATION NOTICE

5.1 Any changes that we may make to our Privacy Information Notice will be posted on the company intranet, or included in our communications to you from time to time.

5.2 The table on the back page provides a useful summary of how Utilita collects and shares your personal information.

TABLE OF PROCESSED DATA

WHAT WE USUALLY COLLECT ('where applicable')	WHY WE COLLECT IT	HOW LONG WE WILL HOLD IT FOR
Your name, date of birth, address, personal telephone number and personal email address, gender.	<p>To comply with our legal obligations, for example, in relation to compliance with employment laws and regulatory requirements;</p> <p>To take steps at your request prior to entering potentially into a contract with you;</p> <p>The personal information has been manifestly made public by you, for example it is in the public domain via social media;</p> <p>To pursue our legitimate interests in recruiting the right person for the business;</p> <p>To comply with our employment law obligations of complying with anti-discrimination laws;</p>	<p>If your application is unsuccessful, we will hold your personal data for up to 12 months.</p> <p>If your application is successful, the personal data we obtain during the recruitment process will be held on your personnel file for the entirety of your employment and for 7 years after your employment ends.</p>
Contact details of your current and/or former employers,	<p>To comply with our legal obligations, for example, in relation to compliance with employment laws and regulatory requirements;</p> <p>To take steps at your request prior to entering potentially into a contract with you;</p> <p>To pursue our legitimate interests in recruiting the right person for the business;</p>	

WHAT WE USUALLY COLLECT (‘where applicable’)	WHY WE COLLECT IT	HOW LONG WE WILL HOLD IT FOR
Contact details, occupation, and position of your referees;	<p>To comply with our legal obligations, for example, in relation to compliance with employment laws and regulatory requirements;</p> <p>To take steps at your request prior to entering potentially into a contract with you;</p> <p>To pursue our legitimate interests in recruiting the right person for the business;</p>	<p>If your application is unsuccessful, we will hold your personal data for up to 12 months.</p> <p>If your application is successful, the personal data we obtain during the recruitment process will be held on your personnel file for the entirety of your employment and for 7 years after your employment ends.</p>
Job title and duties with your current and/or former employers, including any other work you intend to continue with if you accepted work with us;	<p>To take steps at your request prior to entering potentially into a contract with you;</p> <p>To pursue our legitimate interests in recruiting the right person for the business;</p>	
Education records, training records and records of qualifications and achievements and any professional memberships;	<p>To comply with our legal obligations, for example, in relation to compliance with employment laws and regulatory requirements;</p> <p>To take steps at your request prior to entering potentially into a contract with you;</p> <p>The personal information has been manifestly made public by you, for example it is in the public domain via social media;</p> <p>To pursue our legitimate interests in recruiting the right person for the business;</p> <p>To comply with our employment law obligations of complying with anti-discrimination laws;</p>	
Further information you provide such as hobbies, interests outside work and achievements;	<p>To comply with our legal obligations, for example, in relation to compliance with employment laws and regulatory requirements;</p> <p>To take steps at your request prior to entering potentially into a contract with you;</p> <p>The personal information has been manifestly made public by you, for example it is in the public domain via social media;</p> <p>To pursue our legitimate interests in recruiting the right person for the business;</p> <p>To comply with our employment law obligations of complying with anti-discrimination laws;</p>	
Information from DBS checks. We will only collect information about criminal convictions or alleged commission of offences if it is appropriate given the nature of the role and where we are legally able to do so;	<p>To comply with our legal obligations, for example, in relation to compliance with employment laws and regulatory requirements;</p> <p>To pursue our legitimate interests in recruiting the right person for the business;</p> <p>To meet our legal requirements to protect children and vulnerable adults;</p>	