



Candidate Privacy Notice

As part of any recruitment process, Foresolutions collects and processes personal data relating to job applicants. Foresolutions is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does Foresolutions collect?

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- employment and education history including your qualifications, job application, employment references, right to work information and details of any criminal convictions that you declare
- information about your current level of remuneration, including benefit entitlements
- whether or not you have a disability for which Foresolutions needs to make reasonable adjustments during the recruitment process

We 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 including online tests.

Foresolutions 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 it is 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 Foresolutions process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Foresolutions 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 us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Foresolutions may also need to process data from job applicants to respond to and defend against legal claims. We may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where Foresolutions processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, Foresolutions is obliged to seek information about criminal convictions and offences. Where Foresolutions seeks this information, it does so because it is necessary for it to carry out its 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.



Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the 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.

Foresolutions 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 former employers to obtain references for you, employment background check providers to obtain necessary background checks and to obtain necessary criminal records checks (Disclosure & Barring Service for GB).

Foresolutions will not transfer your data outside the European Economic Area.

How does Foresolutions protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that 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. All company data is protected by file and folder permissions control. Access to company data requires a valid username and password that has been granted access to each particular area of data storage.

For how long does Foresolutions keep data?

If your application for employment is unsuccessful, we will hold your data on file for up to six months after the end of the relevant recruitment process. We may, where appropriate, contact you regarding other employment opportunities within the company. At the end of that period, your data is 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.

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 Foresolutions to change incorrect or incomplete data
- require Foresolutions 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 Foresolutions is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact careers@foresolutions.co.uk.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner's Office.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Foresolutions during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.