

NICHOLSONS

GDPR

For Applicants

POLICY

2024

Created by HR

REVISIONS

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CONTENTS

PURPOSE OF THIS
DOCUMENT

USE OF SENSITIVE
INFORMATION

DATA PROTECTION
PRINCIPLES

CRIMINAL CONVICTIONS
INFORMATION

CATEGORIES OF PERSONAL
INFORMATION COLLECTED

DATA SHARING

HOW YOUR INFORMATION
IS COLLECTED

DATA SECURITY

HOW WE USE YOUR
PERSONAL INFORMATION

DATA RETENTION

YOUR RIGHTS

CONSEQUENCES OF
FAILING TO PROVIDE
INFORMATION

WITHDRAWING CONSENT

CONTACT AND
COMPLAINTS

PURPOSE OF THIS DOCUMENT

Nicholson Nurseries is committed to safeguarding your personal information. This Privacy Notice outlines how we collect, use, and protect your data during the recruitment process, in compliance with the General Data Protection Regulation (GDPR).

As a "data controller," Nicholson Nurseries determines the purposes and means of processing your personal data. This document informs you of how and why your data is handled and your rights in relation to it.

This Privacy Notice applies exclusively to job applicants and does not form part of any employment contract or service agreement. We may update this notice as necessary.

DATA PROTECTION PRINCIPLES

We adhere to data protection laws requiring that your personal information is:

- Processed lawfully, fairly, and transparently.
- Collected for specified, legitimate purposes and not used in incompatible ways.
- Relevant, accurate, and limited to what is necessary.
- Kept up to date and retained only for as long as necessary.
- Secured against unauthorised or unlawful processing, loss, or damage.
- We are accountable for ensuring compliance with these principles.

CATEGORIES OF PERSONAL INFORMATION COLLECTED

In connection with your job application, we may collect, store, and process the following information:

- Personal Information: Details in your CV, covering letter, and application form, such as your name, title, address, email, phone number, gender, employment history, and qualifications.
- Interview Information: Notes or records from interviews and assessments, such as written or Excel-based tests.
- Sensitive Data: Information about your race, ethnicity, religious beliefs, sexual orientation, political opinions, health, or criminal convictions, where applicable.

HOW YOUR INFORMATION IS COLLECTED

We collect personal data from:

- You directly (e.g., application forms, interviews, and tests).
- Recruitment agencies.
- Disclosure and Barring Service (DBS) checks.
- Referees you provide.
- Public sources such as social media platforms.

HOW WE USE YOUR PERSONAL INFORMATION

We process your personal data to:

- Evaluate your suitability for the role.
- Perform background and reference checks.
- Communicate with you during the recruitment process.
- Maintain records of our hiring activities.
- Comply with legal and regulatory obligations.

Processing your information is necessary for our legitimate interests in hiring the best candidate and for fulfilling contractual and legal obligations.

CONSEQUENCES OF FAILING TO PROVIDE INFORMATION

If you fail to provide requested information essential to your application (e.g., qualifications, references), we may be unable to proceed with your application.

USE OF SENSITIVE INFORMATION

Sensitive personal data will only be processed:

- To consider reasonable adjustments during the recruitment process (e.g., for disabilities).
- To ensure compliance with equal opportunity monitoring and reporting.

CRIMINAL CONVICTIONS INFORMATION

We may process criminal convictions data if required for the role. For positions requiring a high degree of trust, we may request a basic DBS disclosure. This processing is subject to strict legal safeguards.

DATA SHARING

We do not share your personal data with third parties unless legally required.

DATA SECURITY

We implement robust security measures to protect your data from unauthorised access, loss, or misuse. Access is restricted to authorised personnel, who process your data under confidentiality obligations. For more information, please contact our HR team.

DATA RETENTION

Your personal information is retained for approximately six months after the recruitment decision. This retention ensures compliance with legal obligations and safeguards against discrimination claims. After this period, data is securely deleted. If we wish to retain your information for future opportunities, we will seek your explicit consent.

YOUR RIGHTS

You have the following rights under GDPR:

- **Access:** Obtain a copy of your data and verify lawful processing.
- **Correction:** Request rectification of inaccurate or incomplete data.
- **Erasure:** Request deletion of data no longer necessary or where you withdraw consent.
- **Objection:** Challenge processing based on legitimate interests or for direct marketing purposes.
- **Restriction:** Suspend data processing under certain conditions.
- **Data Portability:** Request transfer of your data to another party.

WITHDRAWING CONSENT

If you consented to data processing during your application, you may withdraw your consent at any time by contacting the HR Manager. Withdrawal will not affect the lawfulness of processing before consent was withdrawn.

CONTACT AND COMPLAINTS

If you have concerns about this Privacy Notice or how your data is handled, please contact our Data Protection Officer (DPO) at the email address office@nicholsonsgb.com. You also have the right to file a complaint with the Information Commissioner's Office (ICO), the UK's supervisory authority for data protection issues.