

Ref: **HR-REQ-449**

Acro Aircraft Seating

Issue: 1.00

Date: 17-APR-18

Job Applicant Privacy Notice

## Job Applicant Privacy Notice

Ref. **HR-REQ-449**

	Name:	Role:	Signature:
Prepared by:	C Girling	HR Director	
Approved by:	E Baker	Head of Legal	See Digital approval folder located on the BMS drive for legitimacy of this document as being signed
Authorised by:	B. Szyszka	BMS Quality Assurance Manager	

### 1. Log of Revisions

Log of Revisions			
Issue	Amendment	Date	Description
1	0	17/04/18	Initial Issue
...	...	...	...

Acro Aircraft Seating Ltd  
 Units A1 & A2, Old Brighton Road Industrial Estate  
 Lowfield Heath  
 Crawley  
 RH11 0PR  
 UK  
 Tel: +44 1737 304 700

[www.acro.aero](http://www.acro.aero)

**UNCONTROLLED IF PRINTED**

## 2. Table of Contents

1. Log of Revisions.....	1
2. Table of Contents.....	2
3. Scope.....	2
4. What information does Acro collect? .....	2
5. Why does Acro process personal data?.....	3
6. Who has access to data?.....	3
7. How does Acro protect data? .....	3
8. For how long does Acro keep data?.....	3
9. Your rights.....	4
10. What if you do not provide personal data? .....	4
11. Automated decision-making.....	4

## 3. Scope

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

## 4. What information does Acro collect?

Acro collects a range of information about you. This may include:

- 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 Acro needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

Acro may collect this information in a variety of ways. For example, data might be contained in CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

Acro may also collect personal data about you from third parties, such as references supplied by former employer. Acro 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).

## 5. Why does Acro process personal data?

Acro needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, Acro needs 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.

Acro 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 Acro to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Acro may also need to process data from job applicants to respond to and defend against legal claims.

Acro 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.

If your application is unsuccessful, Acro may keep your personal data on file in case there are future employment opportunities for which you may be suited. Acro will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

## 6. Who has access to data?

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

Acro will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Acro will then share your data with former employers to obtain references for you.

Your data may be transferred outside the European Economic Area (EEA) to Acro's parent company ZTC. Data is transferred outside the EEA on the basis of binding corporate rules.

## 7. How does Acro protect data?

Acro takes the security of your data seriously. It has 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.

## 8. For how long does Acro keep data?

If your application for employment is unsuccessful, Acro will hold your data on file for 12 months after the end of the relevant recruitment process. If you agree to allow Acro to keep your personal data on file, Acro will hold your data on file for a further 24 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, 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.

## 9. 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 Acro to change incorrect or incomplete data;
- require Acro to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Acro is relying on its legitimate interests as the legal ground for processing.

If you believe that Acro has not complied with your data protection rights, you can complain to the Information Commissioner.

## 10. What if you do not provide personal data?

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

## 11. Automated decision-making

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