

Atypon UK Recruitment Data Privacy Notice

As part of its recruitment process, Atypon processes and stores personal information about you in order to assess your application, perform pre-employment screening and comply with employment law and other legal obligations.

We are committed to protecting your privacy, and this statement is made in the light of the requirements of the General Data Protection Regulation 2016 and the Data Protection Act 2018 in order to advise you how we use your personal information.

When do we collect information?

We collect information from you when you complete your application form for a specific position and provide other supporting documents, and may also collect information from you when you contact us by email or telephone. You do not have to provide any of the information we ask for, but it may adversely affect your application if you don't.

If your application progresses to the next stage, we will collect further information as part of the recruitment process (e.g. during the interview or assignments).

Occasionally we use recruitment agencies to source candidates for specific roles. In these cases we will also have access to any information they have passed us which is relevant to your application.

We also collect information from certain third parties as part of the pre-employment screening process, including contacting your referees to obtain a reference once an offer of employment has been accepted.

What information do we collect?

We collect the following information about you:

- Basic personal information including name, address and contact details
- Work history, including previous employers, positions, dates, etc
- Education history, including professional qualifications and skills
- Nationality/right to work information
- Results of any tests you complete as part of the recruitment process
- Any other information you provide during the recruitment process

How do we use this information?

We use the information we collect about you in order to administer your application, assess your suitability for the role, to fulfil certain legal obligations relating to employment and to contact yourself.

Information you provide to us is hosted through Workable, a secure online recruitment system, and shared with hiring managers and interview panels as directed by the managers, as such your data will be shared outside the EU with Atypon's other offices - but only to selected staff involved in recruitment.

Workable maintains a complete history of your application and interview/assignment notes provided by yourself and hiring managers.

If you are offered a position with us, we will retain your application form, references and any other information relevant to your continuing employment with us on your permanent employee record, which is kept for the purpose of administering your continuing employment with us.

Your permanent employee record will then be held for six years from your leaving date.

We will not use any information about you for any purpose other than those listed above.

Retention periods

If your application is not successful, we will retain your application form for 6 months or if you received a phone screen/interview, for 1 year in order to ensure fairness in our recruitment processes.

At the expiry of the retention period, your data is permanently removed from Workable. You have the right to ask for your details to be removed at any time prior to the retention period above by contacting the recruitment team (reference at end of the document).

Hiring Managers may have written interview notes held outside of Workable, however, these are securely destroyed once the information has been relayed into your application record on Workable.

Future vacancies

We may also consider your application for other positions. We will contact you directly if this is the case to seek your approval and willingness to be considered. You have the right to ask for your details to be removed at any time prior to the retention period above by contacting the recruitment team (reference at end of the document).

Do we share your information with anybody else?

Through Workable, your information is shared with hiring managers and interview panels as directed by the managers, as such your data will be shared outside the EU with Atypon's other offices - but only to selected staff involved in recruitment.

We will not share your information with anyone else unless we are required to do so by law.

We will never contact your referees until you have signed an offer with us.

Security

By submitting your personal information, you agree to the transfer, storing, or processing of your information. We will take all steps reasonably necessary to ensure that your personal information is treated securely and in accordance with this Privacy Notice and all applicable data protection laws.

We will use appropriate physical, technical, and administrative safeguards to protect your data. Access to your personal data will be restricted to only those who require that information to perform their job function. In addition, we train our employees about the importance of maintaining the confidentiality and security of your information.

Your rights and how to find out more

You have a number of rights under data protection law, including the right to ask for a copy of the information we hold about you, the right to rectify any data held, to remove your details prior to the set retention periods and the right to object to our use of your information in certain circumstances. To get in touch, please contact the Recruitment Team.

We reserve the right to amend this privacy notice at any time. However, we take your privacy very seriously and will never change our policies or practices to make them less protective of your personal information.

If we make any changes to this policy that significantly affect you, we will aim to notify you directly if we hold contact details for you and only the most up to date policy will be displayed with current vacancies.

Contact details for Recruitment Team in UK - 01865 476602 or laspell@atypon.com