



Data Privacy Notice for Applicants (Agency)

Tower Staff Construction Ltd is registered as a 'Data Controller' with ICO. We collect information about you when you apply/register to our recruitment agency. In accordance with the new General Data Protection Regulation (GDPR), we have developed this privacy notice to inform you, as prospective employees of our Company, of the types of data that we process about you. Tower Staff Construction Ltd has a comprehensive Data Protection Policy in place, which is available to you, at any time, upon request.

What Information Do We Collect About You?

We collect several categories of personal data about you in order to carry out our recruitment processes effectively and efficiently. The types of data that we collect about you are:

1. **Your Personal Details:** Name, address and phone number(s), email address, gender, marital status, disability status and medical information.
2. Details of your next of kin.
3. Your ethnicity, religion and age (for monitoring purposes only).
4. Your right to work documentation.
5. A copy of your passport.
6. Your education and employment history including copies of your CPCS, CSCS, trade cards(s) or record(s) and qualification certificate(s).
7. References from your former employer(s)/recruitment agencies.
8. Information that you have entered in your CV and/or a CV covering letter.
9. A copy of your driving licence.
10. Details of any criminal convictions.

How Will We Use the Information About You?

We use information collected about you to:

1. Carry out checks in relation to your right to work in the UK.
2. Make reasonable adjustments for any disabilities.
3. Make recruitment decisions in relation to both initial and subsequent employment.
4. Make decisions about contractual benefits to provide to you.
5. Assess training and development needs.
6. Monitor (on an anonymised basis) equal opportunities relating to ethnicity, gender, religion, age and disability.

Who Do We Share Your Information with and Why?

We share your information:

1. With third parties as required by law.
2. With employees within the Tower Staff Construction Group who have responsibility for recruitment and finding you work placement(s); to identify your training needs and/or to inform you of any training available that may be beneficial for your future work placement(s)/employment.
3. With our clients for the purpose of finding you work placement(s)/employment.

How Long Do We Retain Your Information For?

We divide our data retention periods into two categories, these are:

1. Unsuccessful Applicant

For the purpose of any future job vacancies, we will retain your data (if unsuccessful) for one year once the recruitment exercise ends (contact details only are retained indefinitely). However, with your consent we will retain your data for 3 years to enable us to contact you should future job opportunities arise. You can instruct us at any time to remove your details from our database.



Data Privacy Notice for Applicants (Agency)

2. Placed Candidate

You are a 'Placed Candidate' if your application is successful. Your data will be retained and transferred to the processes that we administer for 'Placed Candidates'. Additional data will be processed, and this will be explained to you in a separate privacy notice that is relevant to 'Placed Candidates' which we will provide to you.

Access to Information, Correction and Your Rights

You have the right to request a copy of the information that we hold about you. We want to make sure that any information that we hold about you is accurate and up-to-date. You may ask us to provide you with a copy of your personal information held and to correct or remove information you think is inaccurate. If at any point, you feel that the information that we process about you is incorrect, please contact our **Data Protection Officer** (details below).

Criminal Conviction Data

We only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage; however, data may also be collected during your employment. We use criminal conviction data to determine your suitability, or your continued suitability for the role.

Failure to Provide Data

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract of employment with you. This could include being unable to offer you employment or administer contractual benefits.

Protecting your Data

We are fully committed to safeguard your data from accidental loss, disclosure, destruction and abuse. We have clear and robust processes in place to minimise any risks to your data held with us.

Making a Complaint

If you think that your data rights have been breached, you have the right to complain to the Information Commissioners Office (ICO). You can contact the ICO at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wimslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113 (local rate number) or 01625 545 74

Data Protection Compliance

Our Data Protection Officer is:

Name: Gary McMullen
Title: Managing Director
Email: gary@towerstaffconstruction.co.uk
Mobile: 07714 291867 or **Office:** 01472 350 498

Consent: Do you give your consent for Tower Staff Construction Ltd to retain and share your information in accordance with this privacy notice for a period of three years after the completion of the recruitment exercise? Yes No

Name		Signature		Date
------	--	-----------	--	------

If you have received this electronically, we will accept consent via email or the completion of the relevant option box (if applicable).