



## Kickstart Candidate Privacy Notice

**Private & Confidential**

2021



Eastlands Court Business Centre, St Peter's Road, Rugby, Warwickshire CV21 3QP  
**0345 459 7600** | [hello@premieradvisory.co.uk](mailto:hello@premieradvisory.co.uk) | [premieradvisory.co.uk](https://premieradvisory.co.uk)  
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## 1. What is this notice about?

We work with applicants (like you) and clients with job vacancies, to help match the right applicants with the right employers.

To manage your job application, PAG must collect some personal information about you. That personal information may then be shared with possible employers. In this notice we explain what information we will collect, what we will do with it and who we share it with.

## 2. Who is responsible for your information?

We are responsible for the information you give to us which means keeping it secure and using it only for the purpose for which you have provided it. When we share your information with a potential employer, they become responsible for your information in the same way that we are.

We must have what is known as a “legal basis” - a reason to use your information that is based in law. The legal basis for our use of your personal data is the legitimate interests of our clients (including your potential employer), specifically their interests in identifying and hiring suitable job candidates.

We may also process small amounts of sensitive information about you (see below, *what information do we collect and what do we do with it?*, for more details about why we collect this). This information may include information about your health needs or any disability related needs you have, and it is collected so our clients can make reasonable adjustments to enable you to attend an interview or to take up work with them.

## 3. What information do we collect and what do we do with it?

The information you provide during the application process will be used for the purpose of progressing your application.

Your information may also be used to fulfil legal or regulatory requirements, if necessary. For example, we keep applicant details for 12 months to show, if challenged, that our processes are fair



and do not discriminate against candidates on the basis of protected characteristics (including gender, sexuality, religion, ethnicity, and disability).

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for or other roles that we may suggest to you.

#### 4. Application stage

The application form you will provide to us will ask you for your personal details including name and contact details (address, email address, and telephone number).

You will also be asked to provide information about your previous work experience, education, skills, and references and for answers to questions relevant to the role you have applied for. You will be asked if you have any access requirements or need any special adjustments to help you to interview with or work for our client. You will be asked to declare any relevant criminal convictions.

Our recruitment team, made up of PAG employees, will have access to the information you provide. Our client will also receive your information if we submit your application.

#### 5. Shortlisting

Our recruitment team will shortlist applications for interview based upon your suitability to meet the job criteria our client has provided us with. We use the same criteria for judging every application for a job and our decision making is not automated – it is made by individuals not computers. Our clients are equal opportunity employers, and we uphold the same standards.

Final recruitment decisions are made by our clients' recruitment team and not by PAG and we do not have access to our clients' interview notes or other documentation.



## 6. Information about you from our clients

We do not receive written feedback on candidates from our clients. If we shortlist you for a role and provide your application to our client, we will be told if your application is successful and when your start date is.

## 7. How long is your information retained for?

We will normally keep your information for 12 months but we will retain it for longer in order to manage a request from you or if we need to in order to meet a legal or regulatory requirement.

## 8. Who will see your information?

Other than PAG employees, only the employer you wish to work for will see your information. Occasionally we may receive an application from a candidate that looks suitable for a role with an employer other than (or as well as) the one they have applied for. If this applies to you, we will always contact you to obtain your permission before we share your details with another organisation.

We will not share any of the information you provide during the application process with any third parties for marketing purposes.

We will store your information on our computer system in the UK. Some of our employees are based outside of the UK and will have access your personal information in the countries where they are based. Your information is kept safe and secure at all times in systems protected by appropriate technical and organisational security measures.

## 9. Your rights

Under the Data Protection Act 2018 Act and the UK General Data Protection Regulation, you have rights over your personal information. You can read more about your rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>.



PAG tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'Subject Access Request'. If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding it
- Tell you who it could be disclosed to
- Let you have a copy of the information in a readable form

If we hold your personal data you can ask us to amend it (if it is incorrect), delete it (in some cases) or stop using it in certain ways (in some cases). Whatever questions or requests you have about your personal information can be made to us by email ([gdpr@premieradvisory.co.uk](mailto:gdpr@premieradvisory.co.uk))

## 10. Concerns or questions

PAG tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to tell us if they think that our collection or use of information is unfair, misleading or inappropriate. Our contact details are at the bottom of this notice.

If you are not happy with a response we send to you about your personal information you have a right to complain to the Information Commissioner's Office (the **ICO**). We are committed to working with the ICO and respect the work that they do. You can report any concerns via their [online portal](#) or call their helpline on 0303 123 1113.

## 11. Contact us

This privacy notice was drafted to be short and clear but, if you still have questions, we are happy to answer them. Please send any questions to [gdpr@premieradvisory.co.uk](mailto:gdpr@premieradvisory.co.uk).

