

## Groves, John and Westrup Ltd Applicant Information Notice

This information notice is designed to help you, as an applicant for a job at Groves, John and Westrup Ltd and understand how we process your personal data.

### **The Data Controller for Groves, John and Westrup Ltd is:**

Groves, John and Westrup Ltd  
8th Floor,  
Walker House,  
Exchange Flags,  
Liverpool,  
L2 3YL  
Tel: 0151 473 8000

### **The Data Protection Officer for Groves, John and Westrup Ltd is:**

Mr Tony Dumycz  
Munich Re UK Life Branch  
Plantation Place  
30 Fenchurch Street  
London  
EC3M 3AJ  
Tel: +44 (0) 20 3650 7530  
Email: [dataprotection@munichre.com](mailto:dataprotection@munichre.com)

Please contact the Data Protection Officer if you have questions concerning this information notice or your Data Subject Access Rights. These include:

- Data Portability: The transfer of your personal data to another Data Controller.
- Erasure: To have your personal data removed or deleted.
- Rectification: To have your personal data corrected if it is inaccurate.
- Restrict Processing: To restrict processing where your personal data is inaccurate or the processing is unlawful.
- Subject Access Request: To access your personal data and information around its processing.
- To object to direct marketing (NOTE: we do not do direct marketing).

If you are unhappy with any response or have a complaint. You can raise this with:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: +44 (0) 303 123 1113

## What information about you do we collect and process

### Personal Data

Categories of data	Type of information processed	Where the data may come from	Who we may disclose the data to	Purpose of processing	Lawful basis of processing
Individual Information.	<p>Name, address and contact details, including email address and telephone number.</p> <p>Details of your qualifications, skills, experience and employment history.</p> <p>Information about your current level of remuneration, including benefit entitlements.</p> <p>Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.</p> <p>Information about your entitlement to work in the UK.</p>	<p>The data mainly comes from yourself.</p> <p>We may collect this data in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.</p> <p>We may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. We will seek information from third parties only once a job offer to you has been made and will inform you in doing so.</p>	<p>Your data 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.</p> <p>We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks.</p> <p>The information which you give to us will not be transferred outside the European Union ("EU").</p> <p>By submitting your personal data, you are</p>	<p>We will need to process your data to enter into a contract with you.</p> <p>In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.</p> <p>We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide on whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.</p> <p>We may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for</p>	<p>To support your application for an employment contract.</p> <p>Processing is necessary for the purposes of obligations conferred by law in connection with employment.</p> <p>Legitimate interest in processing personal data during the offer of a job.</p> <p>We may also need to process data from job applicants to respond to and defend against legal claims.</p>

			agreeing to this transfer, storing or processing.	<p>candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.</p> <p>We are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.</p>	
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## Protection of your information

Your privacy is important to us and we follow strict security and organisational procedures in the processing, storage, destruction and disclosure of your information. This is to prevent unauthorised access or loss of your information.

## Data Retention

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, 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 information notice.

## **Transfer of Data**

We will not transfer your personal data to any countries that do not provide an adequate level of data protection.

However, your personal data may be disclosed to companies within our Group even if they are located outside the EEA. In all these cases, we ensure that there is a full adequate level of data protection in place and adhered to by these parties.

You can find out the details about any other companies we have shared your personal data with by contacting the Data Protection Officer at the address provided at the top of this information notice.

## **What if you do not provide personal data**

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

## **Changes to this Groves, John and Westrup Ltd Information Notice**

If we make changes to this information notice, the revised information notice will be published on our website.