

Company policy

Applicant privacy policy

Amiqus Resolution Limited

Introduction

This policy is designed to provide information and guidance on how Amiqus collect, handle and store data provided by you as part of the hiring process.

Amiqus is committed to maintaining the confidentiality and privacy of all information collected during the hiring process. Personal data, including but not limited to resumes, applications, and interview notes, will be handled in accordance with GDPR and Data protection 2018 laws.

Scope

This policy applies to anyone who applies for a role at Amiqus.

How do we collect information about you?

As part of our candidate application and recruitment process we collect, process and store certain personal information that you consent to provide to us.

What kind of personal information do we collect?

- Your name, email address, contact number and address
- Unique identifiers, such as date and place of birth
- Information about your work history, such as previous employers, roles and dates
- Certain information about previous compensation, such as salary, benefits and bonuses
- Your education, professional qualifications and information related to skills
- Employer feedback/references (to include regulated references where necessary)
- Your nationality, visa status and right to work information, such as a copy of your passport and your National Insurance number
- Results of pre-employment checks, such as DBS or Disclosure Scotland
- Your assessment results, such as the results from any interview exercise, video or telephone assessment

Sensitive and special category personal information

Beyond the kinds of personal information listed above, we may also collect, use and store sensitive information in relation to your health, ethnicity, family or financial status. This information is provided to us voluntarily by you and will only be shared with relevant responsible colleagues with your permission. Examples include:

- Individual demographic information in compliance with legal requirements (such as marital status, passport/visa information, nationality, citizenship, military service, disability, work permit, gender)
- Information regarding health issues requiring adaptations to your working environment
- We do this in order to make reasonable adjustments to enable all candidates to apply for jobs with us; to be able to offer online/telephone assessments or interviews to all candidates, and to ensure that we comply with our legal obligations with regards to hiring.

How is your information used?

The recruitment process will involve:

- Assessing and progressing your application
- Assessing your suitability (skills, strengths and behaviours) for the role
- Activities needed to complete on-boarding and screening processes should your application be successful

We only use and review your information as necessary for the purposes of progressing with your job application, or as required by law or regulatory requirements. These purposes may include:

- **Processing the information associated with your job application.** Including your application form or CV, name, address, employment history, academic and professional qualifications, age, diversity, (i.e. gender, ethnicity, disability, sexual orientation), nationality, previous disciplinary matters.
- **Processing the information associated with your assessment.** Including your CV, interview (face to face, telephone or video), exercise or test.
- **Processing the information associated with your pre-employment.** Including your right to work in the UK, qualifications, references.

In line with our Data Protection and Confidentiality policies, our HR and recruitment systems are protected to ensure that unauthorised or unlawful processing of personal information, accidental loss or destruction of personal information does not occur.

Who has access to your information?

Where we need to share your personal information with the relevant responsible colleagues, we require that they treat your information as confidential and ensure its continued protection while in their possession. The relevant responsible colleagues include:

- A member of the People and culture team
- The relevant Team manager or CEO/Director

- The interview panel
- The IT team if your application is successful)
- The Operation Manager (if your application is successful)
- Finance (if your application is successful)

We will only share your relevant personal information with a third party when necessary to protect your vital interest, for example, with the emergency services.

How long is your information kept for?

For unsuccessful candidates, your personal information will be retained for six months following the end of the recruitment process. For successful candidates, all personal information collected as part of the recruitment process will be transferred to an employee personnel file and retained for six years following the termination of your employment.

Lawful processing

Confirming certain details of an applicant's employment history with their consent is an essential part of our due diligence before offering a contract of employment.

Pre-employment checks

As part of the recruitment and selection process we will carry out pre-employment checks. These checks are only performed on candidates who have been selected for a role. Your consent will be requested before pre-employment checks are carried out.

Review and update

All Amiqus policies are reviewed on an annual basis or more often if required. This policy will be updated to ensure Amiqus is abiding by any new or changed employment, data protection or human rights laws.