

BBA Privacy Notice – appendix for job applicants

Last updated: July 2019

This document should be read as an addition to the main BBA Data Privacy Notice, which can be found on our website here: <https://www.bbacerts.co.uk/bba/bba-data-privacy-notice>

1. Information we may collect from you

We may collect and process the following data about you:

Information you give us.

Most of the personal data we process are data that you already know, and provide to us. You may give us information about you by submitting information to the Website or by corresponding with us by phone, e-mail or otherwise, or in a job interview situation.

The BBA uses third party software, NaturalHR, to manage personnel information, including job applications and the personal data of applicants.

In addition to the personal data categories referred to in the main Privacy Notice, you may provide us with more extensive personal data, including but not limited to:

- Work history
- Performance
- Educational background and qualifications
- Information about your interests and life, if you share this with BBA
- If provisionally offered a job, the information required for a Disclosure and Barring Service (DBS) check (only for some roles).

It is necessary for you to provide the information we need to make a decision on recruitment.

Information we receive from other sources.

As a job applicant, we may receive information about you from third parties, such as employment agencies, referees you provide to us, former employees and educational establishments. This could include information on work history and performance,

attendance, opinions about you, educational history and so on. For some jobs, we will require a DBS check, and personal data may be disclosed to us by a third party in relation to that. For some roles, we will require a credit check, and personal data may be disclosed to us by a third party. Your explicit consent will be obtained for this check.

2. Uses made of the information, and the lawful basis for this processing

Information is processed according to data protection legislation.

We will use this information to carry out the necessary processing for recruitment to BBA. The lawful basis for this processing is the legitimate interests of the company. For special category data, the lawful basis is explicit consent.

3. Disclosure of your information

We may share your information with selected third parties including:

- other companies within the British Board of Agrément group (including BBA Consultancy, Investigation and Training and BBA (EU) Certification Ltd), if there are applicable vacancies that you may be suited to
- regulatory authorities who may require access to documents containing personal data as part of their supervisory activities (e.g. United Kingdom Accreditation Service, Information Commissioner's Office) and other external auditors (e.g. Achilles, Hillier Hopkins)
- Mayflower Disclosure Services Ltd if a credit check is required
- (for website activity) analytics and search engine providers that assist us in the improvement and optimisation of the Website.

We may disclose your personal information to third parties to obtain legal advice or if we are under a duty to disclose or share your personal data in order to comply with any legal obligation.

We will not disclose your personal information to third parties other than as set out in this clause without your prior written consent.

4. Where we store your personal data

All information you provide to us electronically is stored on our secure servers. Hard-copy information from you or from a third party is kept in locked HR storage.

Data retention

Personal data from unsuccessful job applications (e.g. CVs, interview notes) will be retained for up to twelve months after they are received by BBA, unless otherwise agreed between BBA and the applicant. Personal data from successful job applications are transferred to Personnel Files. Data in personnel files are held at BBA and by Natural HR Ltd, where data will be in cloud storage in the UK.

For the avoidance of doubt, where there is a legal requirement to retain personal data, this will be complied with, taking precedence over any BBA retention policy.