

## HSB Engineering Insurance Limited - Job Applicant Information Notice

This information notice is designed to help you, as an applicant for a job at HSB Engineering Insurance Limited (HSBEIL) or HSB Engineering Insurance Services Limited (HSBEISL), understand how we process your personal data.

<b>The Data Controller for HSBEIL is:</b>
HSB Engineering Insurance Limited Chancery Place, 50 Brown Street, Manchester, M2 2JT Tel: +44 (0) 330 100 3433

<b>The Data Protection Officer for HSBEIL is:</b>
The Data Protection Expert HSB Engineering Insurance Limited Chancery Place, 50 Brown Street, Manchester, M2 2JT Tel: +44 (0) 330 100 3433 Email: <a href="mailto:dataprotection@hsbeil.com">dataprotection@hsbeil.com</a>

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

- Data Portability: The transfer of your personal data to another Data Controller or yourself.
- Erasure: To have your personal data removed or deleted under certain conditions.
- 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.
- To object to processing based on legitimate interest.

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>Information about your entitlement to work in the UK.</p> <p>Your hobbies and interests</p> <p>Caring responsibilities</p> <p>Qualifications</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>If 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 UK or the European Economic Area ("EEA") where there is not an adequate level of data protection.</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>Equal opportunity treatment.</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>We may also need to process data from job applicants to respond to and defend against legal claims.</p> <p>Legitimate interest</p>

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
	Social mobility				

Special Categories of 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.	Gender (legal), race, ethnicity, religion, belief, disability and health information. Criminal records and convictions. Parental leave. Sanctions checking.	Yourself.	Your data may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team.  If 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 and Care Check to	We will need to process your data to enter into a contract with you.  To comply with any legal requirements. To prevent fraud and potential crimes. To protect the Company's position in the event of legal proceedings.	Processing is necessary for the purposes of obligations conferred by law in connection with employment.  Processing is necessary for the purposes of obligations conferred by law in connection with equal opportunity or treatment.

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
	Gender (identity),sexual orientation and neuro diversity		obtain necessary criminal records checks.	Equal opportunity treatment	Consent

## CCTV

Please refer to the HSBEIL Data Protection Policy for the CCTV Policy.

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 and special categories of personal data.	Images of yourself and your actions.	CCTV.	Group companies. Government agencies.	Security of staff and to protect the company from potential crimes.	Legitimate interest. Prevent or detect unlawful acts.

## **Use of Your Consent to Process Special Category of Personal Data**

Your gender, sexual orientation and neuro diversity data is entirely optional and you are under no obligation to disclose this information. If you choose to do so, then we will require your consent to process this data.

You may withdraw your consent for us to process this data at any time by contacting the Data Protection Expert (details as above).

## **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 UK or 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 HSB Engineering Insurance Limited - Job Applicant Information Notice**

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