



## PRIVACY NOTICE – Applicants

### Purpose of Notice

This notice describes how we collect and use personal data about you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK (Data Protection Legislation).

Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

### About Us

Frontier Pitts is the British Manufacturer of HVM & Security Gates, Barriers, Blockers, Bollards & Turnstiles. We are delighted that you have shown interest in our company. The following policy includes the importance of data security and data protection. We are registered in England and Wales as a limited liability company under registration number 2582463. Registered office: Crompton House, Crompton Way, Crawley, RH10 9QZ.

### Job applicants Frontier Pitts Limited (FP Ltd)

For the purpose of the Data Protection legislation and this notice, FP Ltd is the data controller. This means we are responsible for deciding how we hold and use the personal data you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information, please contact us at [hadmin@frontierpitts.com](mailto:hadmin@frontierpitts.com)

### What will we do with the information you provide to us?

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

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.



## What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for, but it might affect your application if you do not.

## Application stage

If you use our online application submission system, this will be collected by a data processor on our behalf (please see below).

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all of this information.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of the recruitment team, including hiring managers, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

## Shortlisting

Our hiring managers shortlist applications for interview. They will not be provided with your name or contact details or with your equal opportunities information if you have provided it.

## Assessments

We might ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test, or we might take interview notes. This information is held by FP Ltd.

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be retained in our talent pool for a period of six months. If you say yes, we would proactively contact you should any further suitable vacancies arise.

## Conditional offer

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.



You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- You will be asked to complete a criminal records declaration to declare any unspent convictions.
- We will on your behalf complete an online application to the D.B.S (Disclosure of Scotland) to carry out a Basic Criminal Record check via the Disclosure and Barring Service, or Access NI, which will verify your declaration of unspent convictions.
- We will contact your referees, using the details you provide in your application, directly to obtain references
- We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work. This is done through a data processor (please see below).

If we make a final offer, we will also ask you for the following:

- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work

## Use of data processors

Data processors are third parties who provide elements of our recruitment service for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

## Online CV Submission Service.

From time to time we use an online recruitment service. If you submit your CV via an online application system, you will provide the requested information by the company who provide this online service for us. Once you click 'apply now' your information will be taken by the recruitment website and they will hold the information you submit but FP Ltd will have access to it.

## Disclosure and Barring Service (Disclosure of Scotland)

Some roles require a level of security clearance therefore It may be a requirement to carry out a Government Security Check, this Security Check is carried out via an online submission form at <https://www.gov.uk/dbs-update-service>. The information required will include, your name, NI Number, Address, a copy of your Passport or driving license and a copy of a utility bill.

## Independent Security Checks

Some customers require a higher level or independent security clearance. If this is the case, then you will be asked to submit the required information to FP Ltd where it will be controlled and submitted to the customer.

If you have completed an additional security check, the information will be held on your personnel file.

## How long is the information retained for?

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks, review, disciplinary and references.

If you are unsuccessful at any stage of the process, the information you have provided until that point may be retained for 6 months from the closure of the campaign.

Information generated throughout the assessment process, for example interview notes, is retained by us for up to 6 months following the closure of the campaign.

Equal opportunities information is retained for up to 6 months following the closure of the campaign whether you are successful or not.

## How we make decisions about recruitment?

Final recruitment decisions are made by hiring managers and members of our recruitment team. All of the information gathered during the application process is taken into account.

You are able to ask about decisions made about your application by speaking to your contact within our recruitment team.

## Secondments

We also offer opportunities for people to come and work with us on a secondment basis. We accept applications from individuals or from organisations who think they could benefit from their staff working with us.

Applications are sent directly to FP Ltd. Once we have considered your application, if we are interested in speaking to you further, we'll contact you using the details you provided.

We might ask you to provide more information about your skills and experience or invite you to an interview.

If we do not have any suitable work at the time, we'll let you know but we might ask you if you would like us to retain your application so that we can proactively contact you about possible opportunities in the future. If you say yes, we will keep your application for 6 months.



If you are seconded to FP Ltd, we will ask that you complete:

- **A political affiliation declaration**

Also, you will be expected to adhere to a confidentiality agreement and code of conduct which will be agreed with your organisation.

We might also ask you to complete our pre-employment checks or to obtain security clearance via the D.B.S – both of which are described in this Notice above. Whether you need to do this will depend on the type of work you will be doing for us.

We ask for this information so that we fulfil our obligations to avoid conflicts of interest and to protect the information we hold.

It will be retained for the duration of your secondment plus 6 years following the end of your secondment.

## Your rights

Under the Data Protection Act 1998, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

## Complaints or queries

FP Ltd 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 bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of FP Ltd 's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

If you want to make a complaint about the way we have processed your personal information, you can contact us in our capacity as the statutory body which oversees data protection law – [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

## Access to personal information

FP Ltd 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' under the Data Protection Act 1998. 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; and
- let you have a copy of the information in an intelligible form.

To make a request to FP Ltd for any personal information we may hold you need to put the request in writing addressing it to our Account Department or writing to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the Information Governance department.

## Disclosure of personal information

In many circumstances we will not disclose personal data without consent. However when we investigate a complaint, for example, we will need to share personal information with the organisation concerned and with other relevant bodies. Further information is available in our Information Charter about the factors we shall consider when deciding whether information should be disclosed.

You can also get further information on:

- agreements we have with other organisations for sharing information;
- circumstances where we can pass on personal data without consent for example, to prevent and detect crime and to produce anonymised statistics;
- our instructions to staff on how to collect, use and delete personal data; and
- how we check that the information we hold is accurate and up to date.

## Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.



## Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 20 May 2018.

## How to contact us

If you want to request information about our privacy policy, you can [email us](#) or write to:

Frontier Pitts Ltd  
Crompton house  
Crompton Way  
Crawley  
West Sussex  
RH10 9QZ

