



Candidate privacy notice

Introduction

In our information age, it has never been more important for companies to treat people's personal data with the upmost care. This means having the right processes in place to ensure we are handling data in the right way but also being transparent with you, our team, on what data we hold about you, why and how we look after it.

This Privacy Notice aims to explain just that. Please take the time to look through it. The data protection regulations are quite technical. We've tried to explain it as best we can (including defining key terms immediately below) but please speak to our People Team if you have any queries or concerns. If they can't answer your question, they will refer you query to the Operations Manager or the Director of Finance and Operations.

Who does this Privacy Notice apply to?

This Privacy Notice applies to people who apply to work for or with Smart Energy GB, which includes prospective employees but also other individuals who may provide services to us in any capacity. Whenever we talk about 'staff' we are including all such individuals and prospective, current or former staff in that expression. Similarly, when we talk about 'employment', that covers any kind of engagement with us, even if you are not technically an employee of Smart Energy GB.

What do we mean by "personal data" and "processing"?

"Personal data" is information relating to you (or from which you may be identified) which is processed by automatic means or which is (or is intended to be) part of a structured manual filing system. It includes not only facts about you, but also opinions about you (e.g. development update notes).

Data "processed automatically" is quite a broad term, it includes information held on, or relating to use of, a computer, laptop, mobile phone or similar device. It covers data derived from equipment such as access passes within a building, and image data such as photographs.

"Processing" means doing anything with the data. For example, it includes collecting it, holding it, disclosing it and deleting it.

Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, health, sexual orientation, sex life, trade union membership and genetic and biometric data are subject to special protection and considered by EU privacy law to be "sensitive personal data". This requires a higher level of protection.



Legal grounds for processing personal data

What are the grounds for processing?

Under data protection law, there are various grounds on which we can rely when processing your personal data. In some contexts more than one ground applies. We have summarised these grounds as Contract, Legal obligation, Legitimate Interests and Consent and outline what those terms mean in the following table. (Examples of what data we have is included later in this notice.)

Term	Ground for processing	Explanation
Contract	Processing necessary for performance of a contract with you or to take steps at your request to enter a contract.	This covers carrying out our contractual duties and exercising our contractual responsibilities.
Legal obligation	Processing necessary to comply with our legal obligation	Ensuring we perform our legal and regulatory obligations. For example, providing a safe place of work and avoiding unlawful discrimination.
Legitimate Interests	Processing necessary for our or a third party's legitimate interests.	We or a third party have legitimate interests in carrying on, managing and administering our respective businesses effectively and properly and in connection with those interests processing your data. Your data will not be processed on this basis if our or a third party's interests are overridden by your own interests, rights and freedoms.
Consent	You have given specific consent to processing your data.	In general, processing of your data in connection with employment is not conditional on your consent. But there may be occasions where we do specific things such as provide a reference, deduct union dues or obtain medical reports and rely on your consent to our doing so.

Processing sensitive personal data

If we process sensitive personal data about you, we will make sure that one or more of the grounds for processing sensitive personal data applies. In outline, these include:

- processing being necessary for provision of health care or treatment, medical diagnosis, and assessment of your working capacity on health grounds
- being necessary for the purposes of your or our obligations and rights in relation to your application for a role at Smart Energy GB e.g. taking account of any disability you may have
- for the purpose of establishing, making or defending legal claims
- processing for equality and diversity purposes to the extent permitted by law. For example, where it is needed for equal opportunities policies, monitoring and reporting.

Further information on the data we process and our purposes

The table above outlines the purposes for which we process your personal data. More specific information on these, examples of the data and the grounds on which we process data are in the table below.

The examples in the table cannot, of course, be exhaustive. For example, although the table does not mention data relating to criminal offences, if we were to find out that someone working for us was suspected of committing a criminal offence, we might process that information if relevant for our purposes.

Where the data comes from

When you apply for a role with us, the initial data about you that we process is likely to come from you: for example, contact details, CV and information on your immigration status and whether you can lawfully work. We may also require references and information to carry out background checks. If you have concerns about this in a particular context, you should speak to the People Team.



Purpose	Personal data that may be processed	Explanation
Recruitment	Information concerning your application and our assessment of it (e.g. interview notes), your references, any checks we may make to verify information provided or background checks and any information connected with your right to work in the UK. If relevant, we may also process information concerning your health, any disability and in connection with any adjustments to working arrangements.	The legal justification for the use of data is based on processing being necessary to comply with legal obligations or because you have given consent to process your data.
Physical and system security	Example: <ul style="list-style-type: none"> • CCTV footage (we have cameras on the doors only for security reasons) • other information obtained through electronic means. 	The legal justification for the use of data is based on processing being necessary to comply with our legal obligations or processing is necessary for our or a third party's legitimate interest.
Monitoring of diversity and equal opportunities	Example: <ul style="list-style-type: none"> • equal opportunities monitoring forms. 	The legal justification for the use of data is based on the ground of legal obligation.
Disputes and legal proceedings	Examples include: <ul style="list-style-type: none"> • recruitment information • interview notes. 	The legal justification for the use of data is based on processing being necessary to comply with our legal obligations or processing is necessary for our or a third party's legitimate interest.

Who gets to see your data?

Internal use

Your personal details, CV, cover letter, right to work documentation, information concerning your health, any disability information in connection with any adjustments to interview arrangements that might be required and any background checks are seen, processed, stored and accessed by the People Team. Your personal data, CV and cover letter will be disclosed to the hiring manager responsible for the role that you are applying for and other employees of Smart Energy GB who are involved in the recruitment and interview process. Your name might be shared with our reception team so that they can greet you when you arrive for an interview.

External use

We will only disclose your personal data outside the company if disclosure is consistent with a ground for processing on which we rely and doing so is lawful and fair to you (see the table above).

We may also disclose your personal data if:

- you consent
- where we are required to do so by law
- in connection with criminal or regulatory investigations

Retaining your personal data - more information

If your application isn't successful and you are not selected for a first interview, the personal data relating to your application will be deleted after 3 months following the conclusion of the recruitment process.

If you are shortlisted and invited for an interview but are not the successful candidate, the personal data relating to your job application will normally be deleted after 12 months.

If you are the successful candidate the personal data relating to your application will be kept on your personnel file will be retained for the duration of your employment and 6 years afterwards.

Transfers of personal data outside the EEA

In connection with our business and for employment, administrative, management and legal purposes, we may transfer your personal data outside the EEA. However, we will only do so when strictly necessary due to the protections given to consumers within the EEA. We will ensure that the transfer is lawful and that there are appropriate security arrangements in place.

Access to your personal data and other rights

We try to be as open as we reasonably can about personal data that we process. If you would like specific information, just ask a member of the team.

You also have a legal right to make a “subject access request”. If you exercise this right and we hold personal data about you, we are required to provide you with information on it, including:

- giving you a description and copy of the personal data
- telling you why we are processing it

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Complaints

If you have complaints relating to our processing of your personal data, you should raise these with the Head of People or the People Officer. If the complaint relates to the People Team, the complaint can be raised directly with the Director of Finance and Operations. You may also raise complaints with the Information Commissioner who is the statutory regulator. For contact and other details ask the People Team or see: ico.org.uk (The ICO is the UK’s supervisory authority for data protection issues).

Contact details

If you have any other general questions about Smart Energy GB’s approach to data protection, please contact the Director of Operations and Finance:

Privacy Notice Compliance

Smart Energy GB

1 Alfred Mews

London

W1T 7AA

smartenergyGB.org

privacy@smartenergyGB.org

Changes to the notice

We will provide you with a new privacy notice if we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this Privacy Notice, please contact the Director of Finance and Operations.

This Policy was last updated:
CF 22nd May 2018 v 5.0.1