

COLETS HEALTH & FITNESS

PRIVACY NOTICE FOR JOB APPLICANTS

Data controller:	Colets Health & Fitness (info@colets.co.uk)
Data protection officer:	

As part of any recruitment process, Colets Health & Fitness collects and processes personal data relating to job applicants. We are committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Information Collected

Colets Health & Fitness collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Whether or not you have a disability for which Colets Health & Fitness needs to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK

Colets Health & Fitness may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online testing where applicable.

Colets Health & Fitness may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. Colets Health & Fitness will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your interview notes, in HR management systems and on other IT systems (including email).

Reasons for Processing Personal Data

Colets Health & Fitness needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, Colets Health & Fitness needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Colets Health & Fitness has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows Colets Health & Fitness to manage the recruitment process, assess and confirm an applicant's suitability for employment and decide to whom to offer a job. Colets Health & Fitness may also need to process data from job applicants to respond to and defend against legal claims.

Colets Health & Fitness may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

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Colets Health & Fitness processes other special categories of data, such as Health Questionnaires.

For some roles, Colets Health & Fitness is obliged to seek information about criminal convictions and offences. Where Colets Health & Fitness seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

Colets Health & Fitness will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, Colets Health & Fitness may keep your personal data on file in case there are future employment opportunities for which you may be suited. Colets Health & Fitness will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Access to Data

Your information 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.

Colets Health & Fitness will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Colets Health & Fitness will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. Colets Health & Fitness will not transfer your data outside the European Economic Area.

How does Colets Health & Fitness protect data?

Data will be stored in a range of different places, including in your personnel file, in the Club's HR management systems and in other IT systems (including the Club's email system). Information submitted by you is stored on secure servers we have. Any payment or transaction details will be encrypted for full safety measures to be in use.

Unfortunately, transmission of data on the internet is not completely secure. It is impossible to guarantee the security of data transmitted to our site.; any transmission is at your own risk although we will do our best to protect your personal data.

How long does Colets Health & Fitness keep data?

If your application for employment is unsuccessful, Colets Health & Fitness will hold your data on file for a three-month period after the end of the relevant recruitment process. If you agree to allow Colets Health & Fitness to keep your personal data on file, Colets Health & Fitness will hold your data on file for this period for consideration for future employment opportunities. At the end of this 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 privacy notice.

Your Rights:

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require Colets Health & Fitness to change incorrect or incomplete data;
- Require Colets Health & Fitness to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where Colets Health & Fitness is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the HR team by phone or email (HR@colets.co.uk).

If you believe that Colets Health & Fitness has not complied with your data protection rights, you can complain to the Information Commissioner.

You are under no statutory or contractual obligation to provide data to Colets Health & Fitness during the recruitment process. However, if you do not provide the information, Colets Health & Fitness may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.