Parkguard

Integrated community safety services

Community Safety Scheme Accredited

Fair Processing Notice

Job Applicants

Version 3 – 2025

Fair Processing Notice

Job Applicants

Data protection legislation regulates the way in which certain data about yourself (received as part of applying for employment with Parkguard Ltd), both in paper and electronic form is used and held. Parkguard Ltd is registered with the Information Commissioner's Office and fully complies with the requirements placed on it as a 'data processor'.

The following statement describes the type of data that Parkguard Ltd keeps about job applicants and the purpose for which it is kept and your rights under the GDPR related to data processed about you, should you apply to work for Parkguard Ltd. This applies whether your application is received direct by Parkguard or via an agency.

We will comply with data protection law and principles, which means that your data will be;

- Used lawfully, fairly and in a transparent way.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Collected only for valid purposes that we have clearly explained to you, and not used in any way which is not compatible for those purposes.
- Accurate and kept up to date.
- Only kept as long as necessary for the purposes that we have told you about.
- Kept securely and access limited.

Processing job applications

From the point at which we receive your application for employment with Parkguard Ltd we will need to maintain and process data about you for the purposes of reaching and communicating a recruitment decision and production of an offer of employment if appropriate. Such data is normally retained for six months following completion of our recruitment processes in the event of an offer of employment not being made. Parkguard Ltd are committed to promoting rights of all individuals by not implementing any automated decision making, all applications made via either our advertising partners or directly to Parkguard Ltd are subject to human intervention.

Should an offer be made a further fair processing notice will be provided alongside any offer covering how such data is used and stored during the processing of offers and subsequent employment.

Processing at the recruitment stage includes the collection, storage, retrieval, alteration, disclosure or destruction of data. The kind of data that Parkguard Ltd will process includes:

Personal Data about you:

- The information you have provided to us in your CV and covering letter
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, reference information.

- Any information you provide to us during an interview
- Any information you provide to us or the results of any pre-employment testing process
- Any information you provide to us or the results of any pre-employment screening process
- Documents you have provided to us to confirm identity and address for example and utility bills, bank statements

As part of the application and recruitment process, we may also collect, store, and use the following **special categories** of information:

- Information you have provided to us about your race or ethnicity, religious beliefs, sexual orientation and political opinions
- Information you have provided to us about your health, including any medical condition, health and sickness records
- Information you have provided to us about criminal convictions and offences
- Right to work information for example copies of passports, ID cards, residence permits

How is your personal data processed and in what situations?

Data is collected directly through you, from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers.

We collect Data about candidates from the following sources:

- You, the candidate
- Our Recruitment Agency Partner/s, from which we collect the following categories of data: personal data
- Disclosure and Barring Service in respect of criminal convictions
- Your named referees, from whom we collect the following categories of data: Personal Data (employment history, salary information)
- Job relevant information from third parties if from a publicly accessible source for eg. Social Media, News Articles, Online open-source checks.

Parkguard Ltd believes that those records are consistent with the recruiter, candidate and in the event of an offer being made, employer relationship between Parkguard Ltd and yourself and with our requirements under data protection legislation.

We may use Artificial Intelligence (A.I.) tools to help process and analyse your information to improve efficiency and impartiality. However, A.I. will not be used to make automated decisions about you. All final decisions are made by a human after reviewing and verifying the information provided by A.I.

Applicant and employee data

The data that Parkguard Ltd holds may be held and processed to meet its legal responsibilities and also for the purposes of management and administration of an offer of employment, ascertaining suitability for employment, to comply with equal opportunity, immigration and money laundering legislation and, from time to time, the need to disclose data it holds about you to relevant third parties (or example where legally obliged to do so by HM Revenue and Customs, UK Border or other public authority, or where requested to do so by yourself for the purpose of giving a reference).

We may also share this data with selected third parties, under agreements which strictly govern the use the third party may make of the data, to facilitate the above uses.

In some cases we may also hold sensitive data, as defined by the legislation, about you. This could be information about health, criminal convictions and financial debts and directorships.

If you wish to view the information held about you, you must make a written request to our data protection officer at info@parkguard.co.uk. You may, within a period of thirty days of your written request, inspect and/or have a copy (subject to the requirements of the legislation) of information held about you and, if necessary, require corrections should such records be incorrect.

Your rights under the GDPR also include the following:

- The right to rectification
- Right to erasure (sometimes known as the right to be forgotten)
- Right to restrict processing
- Right to data portability
- Right to object
- Rights in relation to automated decision making and profiling

Should you have any complaints regarding the handling of your data you have the right to lodge a complaint with Parkguard Ltd's Data Protection Officer via info@parkguard.co.uk.

Document Review Tracker				
Document Name:	Fair Processing Notice			
Review Date:	**Version Number:**	**Description of changes:**	**Reviewed by:**	**Next review due:**
14/06/2018	V1	Implementation of document	L.Hutchings	As required
05/01/2023	V2	Additional statement on automated decision making, Addition of cover page and general review of document contents	L.Marchant	As required
18/06/2025	V3	Document Review Added details about A.I. processing	Richard.C	As required