

Recruitment Privacy Policy

What we collect

Energy & Utility Skills Limited is the 'controller' of the personal data you provide to us. Our company registration number is 03812163 and our registered address is Friars Gate, 1011 Stratford Road, Shirley, Solihull, West Midlands, B90 4BN. The person responsible for our data protection is Rachel Thomas and can be contacted at dataprotection@euskills.co.uk.

Your name, address, email address, contact details, phone number, personal details, right to work in the UK, criminal records, your qualifications, work history, future career plans, experience, skills, current level of pay and associated employment benefits, health records and history, whether you have a disability and or whether reasonable adjustments are needed, references, equal opportunity related information, information relating to your suitability for the role.

Special categories of personal data may be processed in order to comply with the Equality Act 2010 and or other legislation.

Why we need it

Here at Energy & Utility Skills Limited we take your privacy seriously and will use your personal information in a number of ways which will help us process and retain information for managing the recruitment process and or for making appropriate decisions about suitability of candidates and or for making offers of employment.

We will not use your personal information for any other purpose than recruitment activity.

The processing of your personal information is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into the contract. Processing is necessary for compliance with a legal obligation to which we are subject.

In addition, processing is necessary for the purposes of the legitimate interests pursued by us, including for example to process and retain information for managing the recruitment process and or for making appropriate decisions about suitability of candidates and or for making offers of employment.

How we will use the information about you?

Your personal data will only be disclosed where appropriate to authorised individuals internally or authorised third party providers externally.

Authorised individuals internally may include those involved with HR and recruitment responsibilities, the management team in the area where the vacancy exists, those involved in the interview and assessment process and those with responsibility for IT, where they need access to your data for the performance of their role. However, in respect of those with access to your data, the access they have will be limited to what they need to have access to only.

If you are not successful your personal data will not be shared with third party providers, other than those who may be included in the recruitment process. If, however, you are successful in your application your personal data may be provided to third party providing payroll, pension, insurance, training and other HR services. In addition pre-employment checks and the giving of references may result in us sharing information with other employers.

How long we keep it

If you are unsuccessful in your application, we will keep your basic personal data for six months following the decision in relation to your application, after which time it will be destroyed.

What are your rights?

If at any point you believe retained information is incorrect you can request to see this information and even have it corrected and possibly deleted. Providing you this information is free of charge, but charges may apply for excessive requests.

If you wish to raise a complaint on how we have handled your personal data, you can contact Rachel Thomas (dataprotection@euskills.co.uk) who will investigate the matter.

For further information on which companies have been supplied with your details or how your information is used, how we maintain the security of your information and your rights to access/alter and change information we hold on you, please write to us at: Rachel Thomas, Energy & Utility Skills Limited, Friars Gate, 1011 Stratford Road, Shirley, Solihull, B90 4BN.

Should you be unhappy with our processing of your personal data, you have a right to complain to the Information Commissioner's Office, which is the regulator for data protection.