



## Privacy Notice - Job Applicants

This notice explains how we obtain, use and erase your personal data (information) when you apply for a job with us. Please ensure that you read this notice in conjunction with the Hills Group privacy statement and any other notice we may provide to you from time to time when we collect or process personal information about you.

We are a 'data controller' for the purposes of the retained EU law version of the General Data Protection Regulation (UK GDPR) and gather and use certain information about you.

Your information is used by Hills Group companies including: Hills Group Limited, Hills UK Ltd, Hills Waste Solutions Ltd, Hills Municipal Collections Ltd, Hills Quarry Products Ltd and Hills Homes Developments Ltd as applicable, and so in this notice, reference to 'the company', 'we' or 'us' means the relevant group company. We can provide further information on request.

When you submit by post, email or social media post a completed job application form or your curriculum vitae ("your application") to the company, the data you provide us will be used only to assess your suitability for the advertised job vacancy you are applying for.

When applying for an advertised job vacancy we will inform you in writing whether you have been selected for interview or not.

A copy of your application will be circulated within the company to those employees involved in the recruitment process.

If you are selected for interview we may, in limited circumstances, involve an appointed specialist advisor in the interview process who will be provided with a copy of your application only for the purposes of assisting in the recruitment process and in accordance with our data protection policy. Where we share information in this way we ensure that appropriate safeguards are in place to ensure that your personal data is adequately protected.

We will retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements or pursuant to our legitimate interest, for example where your application may not have been successful but we have an interest in it such that we may wish to contact you again in the future.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal, regulatory or other requirements.

Details of retention periods for different aspects of your personal data are available on request, please [contact us](#) for further information.



In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

As part of the recruitment process you will be requested to anonymously complete a diversity and equality form either online or in hard copy. This anonymous data is processed separately from your application and only used to create statistics to monitor and report on the effectiveness of our diversity and equality policies. If successful the information is stored in your employment file.

In a limited number of advertised roles, applicants selected for interview may be requested to complete an online candidate profiling assessment. Details of which and further privacy information will be provided prior to you being requested to undertake this assessment.

If you have any questions about the recruitment process or the contents of this privacy notice, please contact: [join@hills-group.co.uk](mailto:join@hills-group.co.uk) or write to The Human Resources department, Wiltshire House, County Park Business Centre, Shrivenham Road, Swindon, SN1 2NR.

May 2021