

Yo Telecom

CANDIDATE PRIVACY NOTICE

Introduction

This privacy notice outlines for candidates the personal data that Yo Telecom Ltd proposes to hold relating to them, how they can expect their personal data to be processed and for what purposes.

Yo Telecom Ltd collects and processes personal data to manage and assess your application and any later employment relationship. Yo Telecom Ltd is committed to protecting the privacy and security of your personal information and being transparent about how it collects and uses that data and meets its data protection obligations.

Your Data will be:

- used lawfully, fairly and in a transparent way;
- collected only for valid purposes and not be used in a way that is incompatible with those purposes;
- accurate and amended on request;
- held securely;
- kept as long as necessary and for the purposes we have told you about.

Yo Telecom Ltd is responsible for how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. The notice applies to current and former applicants. This notice does not form part of any contract. We may update this notice at any time and you will be informed it has been updated as soon as we are reasonably able to do so.

What information do we hold about you?

While assessing your application for employment, we will collect, store and use the following:

- Information you have provided in your CV and any covering letter
- Information you have provided in the application process, including (but not limited to) name, title, Address, telephone number, email address, date of birth, employment history, qualification and employment reference
- Information you provide during an interview
- Results from personnel assessments (PPA, IQ and Aptitude)

We may also process the following special categories of personal data:

- Information about your health, including any medical condition

- Information about criminal convictions and offences (if applicable to the job role)

How do we use sensitive personal information?

We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process.

We will use information about criminal convictions to decide whether to proceed with your application or offer of employment (where applicable to the job role). This information may be required to fulfill regulatory obligations.

How do we collect your personal information?

We collect your personal information from the following:

- You, the candidate
- Your named referees

How will we use information about you?

- Communicate with you about the recruitment process
- Assess your skills, qualifications and suitability for the role
- Carry out reference checks
- Keep records relating to our recruitment and selection processes
- Comply with legal and regulatory requirements

Once we have received your application our recruitment team will assess your application. You may be invited to participate in assessments at the initial and later stages of the recruitment process.

If we decide to offer you a role, the recruitment team will contact your references. You must also provide proof of your eligibility to work in the UK.

Data Sharing

Data processors are third parties who we contract to support our recruitment process. We will only share your personal information with third parties to process your application. They cannot process your personal information unless we have instructed them to do so. They will not share your information with anyone but us. Our third parties include:

- Indeed - We use Indeed as our online application system, they share your information with us.
- Mastertech - We use mastertech as our testing platform. Your results are stored on our own internal systems and mastertech only have access to this if we ever need technical support. Your information is not transferred.

Data Retention

If your application is successful, personal information you have provided during the application process will be kept in your employee file for the duration of your employment, plus 7 years.

If your application is unsuccessful, personal information you have provided will be retained for 12 months from the end of the recruitment process. We retain your personal information so that in the case of a legal claim we can demonstrate that we have not discriminated against candidates and that we have conducted the recruitment process in a fair and transparent way. After this time period we will destroy your personal information.

If you applied through Indeed, you control how long your information is retained for.

How do we protect your personal information?

Our Indeed is protected by passwords and is only accessible to authorised personnel within our HR team.

Where your information is stored on computers, these are password protected.

Where information is in printed format, this information is stored in a locked file.

We have procedures in place to deal with suspected data breaches. We will notify both you and the ICO of any suspected breach where we are legally required to do so.

Your rights

Under certain circumstances, by law you have the following rights to:

- Request access to your personal information
- Request correction of your personal information
- Request erasure of personal information when you withdraw consent or there is no legal reason for us to continue to process it
- Object to processing your personal information where we are relying on legitimate interest
- Request the restriction of processing your personal information if you wish to establish its accuracy or the reason for processing it
- Request the transfer of your personal information to another party
- Withdraw consent in the limited circumstances where you have provided this
- If you would like to exercise any of these rights please email careers@yotelecom.co.uk

Your duty to inform us of any changes

It is important that the information we hold about it is correct. Please inform us promptly if your personal information changes.

You have the right to make a complaint at any time to the ICO.