



## PRIVACY NOTICE – JOB APPLICANTS

### INTRODUCTION

We are committed to protecting and respecting your privacy.

Everyone has rights with regard to the way in which their personal information is handled. During the course of our recruitment activities we collect and process personal data relating to job applicants.

We recognise that the correct and lawful treatment of this data will maintain confidence in the organisation and will provide for successful business operations.

This privacy notice sets out the basis on which any personal information we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal information and how we will treat it.

We are a member of the BCA group of companies (the BCA Group), and our ultimate parent company is BCA Marketplace Limited (registered in England and Wales under company number: 09019615). For more details about BCA Marketplace Limited and the BCA Group, please visit [www.bcamarketplace.com](http://www.bcamarketplace.com). This privacy notice is issued on behalf of the BCA Group so when we mention "we", "us" or "our" in this privacy notice, we are referring to the relevant company in the BCA Group responsible for processing your data. British Car Auctions is the controller and responsible for this processing activity

We have appointed a Data Protection Officer (DPO), and the email address for the DPO's office is [DPO-Office@bca.com](mailto:DPO-Office@bca.com).

The DPO's office can also be contacted by post (marked for their attention) at BCA, Headway House, Crosby Way, Farnham, Surrey, United Kingdom, GU9 7XG, telephone: +44 (0)1252 721200.

### SCOPE

This privacy notice applies to all job applicants who submit personal data in the form of online application form, CVs, cover letters to British Car Auctions, speculatively or in response to a job advertisement.

### DATA PROTECTION PRINCIPLES

When processing your information, we must comply with the six enforceable principles of good practice. These provide that your personal information must be:

- processed lawfully, fairly and in a transparent manner,
- processed for specified, explicit and legitimate purposes,
- adequate, relevant and limited to what is necessary,
- accurate and kept up-to-date,
- kept for no longer than is necessary, and
- processed in a manner that ensures appropriate security.

## INFORMATION YOU GIVE TO US

We may collect, use, store different kinds of personal information about you, including:

- **Identity Data**, such as your name, title, date of birth, nationality, National Insurance number
- **Contact Data**, such as your home address, email address and telephone numbers
- **Document Data**, driving licence details, right to work documentation, references and other information included in a CV as part of the application process

## We may also collect, store and use the following ‘special categories’ of personal information

- Information relating to your ethnic origin.
- Information relating to criminal convictions and offences.

## HOW IS YOUR PERSONAL INFORMATION COLLECTED?

- We may collect personal information about you through the recruitment process directly from you, eg through application forms, CV, correspondence, interviews.
- We may also collect personal data about you from third parties, such as references provided by former employers or information supplied by background check agencies.

## PURPOSES OF PROCESSING YOUR PERSONAL DATA

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to take steps at your request to enter into a contract with you.
- Where we need to comply with our legal or regulatory obligations, eg legal requirement to check a successful applicant's eligibility to work in the UK before employment starts.
- Where it is necessary for our legitimate interest. Processing personal data from job applicants allow our organisation to manage the recruitment process access and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims

We will only use your personal information for the purpose(s) for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## DISCLOSURE OF YOUR INFORMATION

We will not share or disclose your personal information for purposes unrelated to those stated in this Privacy Notice without your prior consent.

Your personal information will only be shared internally for the purposes of the recruitment process. This includes the BCA Resourcing Team, HR administration and IT staff if access to the data is necessary for the performance of their roles.

## KEEPING YOUR PERSONAL INFORMATION SECURE

All information you provide to us is stored on our secure servers in the European Economic Area.

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## DATA RETENTION

We will not store your personal information longer than necessary to fulfil the purposes for which we collected it.

## YOUR RIGHTS

You have various legal rights in relation to the information you give us, or which we collect about you, as follows:

- You have a **right to access the information** we hold about you, together with various information about why and how we are using your information, to whom we may have disclosed that information, from where we originally obtained the information and for how long we will use your information.
- You have the **right to ask us to rectify any information** we hold about you that is inaccurate or incomplete.
- You have the **right to ask us to erase the information** we hold about you (the 'right to be forgotten'). Please note that this right can only be exercised in certain circumstances and, if you ask us to erase your information and we are unable to do so, we will explain why not.
- You have the **right to ask us to stop using your information** where: (i) the information we hold about you is inaccurate; (ii) we are unlawfully using your information; (iii) we no longer need to use the information; or (iv) we do not have a legitimate reason to use the information. Please note that we may continue to store your information, or use your information for the purpose of legal proceedings or for protecting the rights of any other person.
- You have the **right to ask us to transmit the information** we hold about you to another person or company in a structured, commonly-used and machine-readable format. Please note that this right can only be exercised in certain circumstances and, if you ask us to transmit your information and we are unable to do so, we will explain why not.

- Where we use/store your information because it is necessary for our legitimate business interests, you have the **right to object to us using/storing your information**. We will stop using/storing your information unless we can demonstrate why we believe we have a legitimate business interest which overrides your interests, rights and freedoms.
- Where we use/store your data because you have given us your specific, informed and unambiguous consent, you have the **right to withdraw your consent** at any time.
- You have the **right to object to us using/storing your information for direct marketing purposes**.

If you wish to exercise any of your legal rights, please contact our DPO's office by writing to the address at the top of this policy, or by emailing us at [DPO-Office@bca.com](mailto:DPO-Office@bca.com).

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any unauthorised person.

We may also contact you to ask you for further information in order to clarify your request.

We try to respond to all legitimate requests within one month. Occasionally, it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.