



Candidate Privacy Notice

What is the purpose of this document?

S&A Group is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. You are viewing privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation (GDPR).

For more information regarding our approach to Data Protection, data security and your rights and principles please read our Data Protection Policy which is located on www.sagroup.global

Data protection principles in short

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

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

The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided on our application form
- The information you have provided to us in your CV and covering letter.
- Any information you provide to us during an interview.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.





How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Our Website - www.sagroup.co.uk
- Recruitment agency
- Social Media
- Your named referees

How we will use information about you

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- 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 your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data sharing

We will only share your personal information with the following third parties for the purposes of processing your application: Recruitment Agents, Group Companies, IT providers, Legal and as required by law. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies.



Data retention

We will retain your personal information for a period of three months after the closing date for the role in which you have applied. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Rights of access, correction, erasure, withdrawal and restriction

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the HR & Recruitment Director in writing who will provide our Subject Access Procedure.

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