



## General Data Protection Regulation (GDPR) – Job Applicant Privacy Notice

Wild Life Group Ltd, incorporating Yorkshire Wildlife Park Limited and any other subsidiaries within the group ("WLG"), is committed to protecting the privacy and security of your personal information.

As part of any recruitment process, we will collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

WLG is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. This privacy notice is available to you because you are applying for work with us. 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 ((EU) 2016/679) (GDPR).

### Data Protection Principles

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; and
- kept securely.

### What information does WLG collect?

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, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, your entitlement to work in the UK and qualifications;
- the information you have provided to us in your curriculum vitae and/ or covering letter; and
- any information you provide to us during the interview process.



We may also collect, store and use the following types of more sensitive personal information:

- information about your race or ethnicity, religious beliefs and sexual orientation;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief; and
- information about criminal convictions and offences.

We may collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why does WLG process personal data?**

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 relating to our hiring process; and
- comply with legal or regulatory requirements.

We need to process certain data prior to entering into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess 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.

Where WLG relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.



We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and to exercise specific rights in relation to employment.

Where WLG processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, we are obliged to seek information about criminal convictions and offences. Where WLG seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area of a vacancy and IT staff if access to the data is necessary for the performance of their roles.

WLG will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. We will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain any necessary criminal records checks.

WLG will not transfer your data outside the European Economic Area.

### **Data security**

WLG takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For how long does WLG keep data?**

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to make you an offer of employment.

We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. 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.



If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

## Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require WLG to change incorrect or incomplete data;
- require WLG to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where WLG is relying on its legitimate interests as the legal ground for processing; and
- ask WLG to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override WLG's legitimate grounds for processing data.

If you would like to exercise any of these rights, please write to the Data Protection Officer:

**Email:** [privacy@yorkshirewildlifepark.com](mailto:privacy@yorkshirewildlifepark.com)

**Post:** Data Protection Officer, Yorkshire Wildlife Park, Brockholes Lane, Branton, Doncaster, DN3 3NH

If you believe that WLG has not complied with your data protection rights, you can complain to the Information Commissioner.

## If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

## Automated decision-making

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



### **Right to withdraw consent**

When you apply for a position with WLG, you provide consent on the date you submit your application data to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please write to:

**Email:** [recruitment@yorkshirewildlifepark.com](mailto:recruitment@yorkshirewildlifepark.com)

**Post:** HR Department, Yorkshire Wildlife Park, Brockholes Lane, Branton, Doncaster, DN3 3NH

Once we have received notification that you have withdrawn your consent, we will no longer process your application and we will dispose of your personal data securely.

### **Data Protection Officer**

We have appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Protection Officer:

**Email:** [privacy@yorkshirewildlifepark.com](mailto:privacy@yorkshirewildlifepark.com)

**Telephone:** 01302 535057

**Post:** Data Protection Officer, Yorkshire Wildlife Park, Brockholes Lane, Branton, Doncaster, DN3 3NH

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.