

PerfectHome

Scope of policy

This policy applies to personal data relating to applicants and candidates for employment with PerfectHome, prospective employees and any other individuals whose data we hold for recruitment purposes. This includes personal data held in communications and CVs sent to PerfectHome directly, or via agencies and other third parties, either speculatively or in relation to a specific job vacancy.

This statement contains important information about how your personal data will be used by PerfectHome, and your associated legal rights. Personal data is defined as information from which individuals may be identified.

Compliance with Data Protection laws

PerfectHome is committed to processing personal data in compliance with the General Data Protection Regulation 2016 (Regulation) and other data protection laws. We respect the privacy rights of prospective employees and apply appropriate safeguards to protect their personal data.

Types of personal data

PerfectHome obtains personal data relating to prospective employees including, but not limited to:

- name, address, and other contact details.
- information about previous employment, educational details, skills, and experience.
- details of training and qualifications.
- criminal convictions.
- communications and correspondence.
- publicly available information, including via social networking sites and public profiles.
- other biographical and personal data; and
- salary expectations and information on preferred working arrangements

Use of personal data

PerfectHome, and our partners and agents, use personal data of prospective employees for a variety of purposes. These include, but are not limited to:

- the recruitment, screening, and assessment of prospective employees.
- activities relating to interviewing and selecting prospective employees (and maintaining related records).
- identifying and selecting possible candidates for potential or anticipated employment opportunities which may arise in the future.
- compliance with statutory and regulatory obligations.
- managing legal disputes.
- exercising or fulfilling PerfectHome's legal rights and responsibilities; and
- prevention or detection of fraud, crime, or other unlawful or inappropriate conduct

Sharing your data

Where necessary and lawful, your personal data may be disclosed, for example, to:

PerfectHome

- PerfectHome management, employees, staff, or contractors involved in recruitment and talent management.
- other PerfectHome group companies or Joint Ventures.
- our professional advisers, such as solicitors or accountants, and consultants.
- government departments and agencies.
- police and law enforcement agencies.
- courts and tribunals; and
- partners, suppliers, agents, and service providers.

Our Legal basis for using prospective employee data

The collection and use of data relating to prospective employees, is necessary for the legitimate interests of PerfectHome (including its interest in effective recruitment of employees and attracting high calibre candidates) and the interests of the prospective employees.

In addition, we may process prospective employees' data on the basis of consent and/or compliance with legal obligations. Where data is collected and used solely on the basis of consent, prospective employees have the right to withdraw consent at any time.

International transfers of data

It may be necessary for PerfectHome to transfer some personal data outside of the European Economic Area, including to jurisdictions where local legislation does not provide adequate safeguards regarding the protection and security of personal data. This will typically occur when service providers that need to access such data, are located outside the EEA.

Where this takes place, we will ensure that the transfer is compliant with data protection law and that personal data is secure. In most cases, we will rely on standard data protection clauses which have been approved by the European Commission in accordance with the Regulation. A copy of the standard clauses can be obtained at the following link http://ec.europa.eu/justice/data-protection/international-transfers/transfer/index_en.htm

Where appropriate and lawful, we may exceptionally transfer data outside the EEA without relying on the standard data protection clauses, including where:

- the individual has explicitly consented to the transfer.
- it is required as part of the contract between PerfectHome and an employee.
- it is necessary in connection with legal disputes and claims.
- Data retention

We will not retain prospective employee data for longer than necessary and will delete it once it is no longer required for the purposes set out in this Policy. Where a prospective employee becomes an employee, the personal data captured in the recruitment process will then be processed and stored as part of the personal files of the employee in accordance with PerfectHome Employee Privacy Policy, which will be provided during the formal job offer stage.

All data will be retained and deleted in line with our data retention schedule.

PerfectHome

Your rights

Prospective employees have statutory rights under the Regulation. They include the right to request that PerfectHome:

- provides them with a copy of the personal data held on them.
- corrects inaccurate information; and
- deletes information which PerfectHome does not have a legitimate basis to hold.

You also have rights to restrict the processing of data relating to you, object to processing and in certain circumstances to 'data portability' (this means that data is provided in a structured, commonly used, and machine-readable format).

Detailed information on these rights can be found in the Regulation or the website maintained by the Information Commissioner's Office at <https://ico.org.uk>

These rights can be exercised free of charge and PerfectHome will normally respond to any request within a month.

If you wish to exercise any of the above rights, please email the Data Protection Officer at DPO@PerfectHome.Co.Uk

Complaints

If you are unhappy about the way your personal data has been handled by PerfectHome, please contact our Data Protection Officer by emailing DPO@PerfectHome.Co.Uk. You also have the right to lodge a complaint directly with the Information Commissioner's Office. Further information, including contact details, is available at <https://ico.org.uk>