
Recruitment Privacy Policy

1. Introduction

- a. Magdalene fully understands the importance of protecting information that comes into its possession. The company has formalised its approach to managing and protecting this information through its ISO27001 certification which provides a robust framework for the security and protection of all its information.
- b. Magdalene is also committed to complying with all Data Protection legislation including the General Data Protection Regulation (Regulation (EU) 2016/679) and to ensuring the appropriate safeguarding and processing of Personal Data.
- c. This Privacy Policy explains what and how Personal Data may be processed, retained and protected as a result of your application for a role within Magdalene. Magdalene in this context are the Data Controller.
- d. This Policy complies with the General Data Protection Regulation (Regulation (EU) 2016/679).

2. Your data and information

- a. By applying for one of Magdalene's vacancies we will process information from individuals to consider them for opportunities, and to share that data within Magdalene and, where applicable, with our clients. An "individual", in the context of the GDPR, is an identified or identifiable person is known as a "Data Subject".
- b. The information that we gather may be "Personal Data" which is information that relates to a Data Subject who can be identified from that data on its own, or when taken together with other information that comes into our possession. It can include any expression of opinion or indication of intention in respect of that person but does not include anonymised data.

3. What do we need?

- a. Personal Data that we may ask for includes:
 - i. Some personal information such as: your name, address, email address, date of birth and gender;
 - ii. Employment information such as: education, skills and qualifications, employment history (including remuneration details), references, job requirements (including location, salary sought, job industry, job title); and/or
 - iii. any other information you may volunteer to us as part of the application process or which is contained in your CV.

4. Why do we need it and what do we do with it?

- a. We only gather and process Personal Data that we need in order to conduct recruitment activities which is carried out following your consent.
- b. We may use your Personal Data to:
 - i. contact you about the vacancy you have applied for;

- ii. contact you about other opportunities that you may be suitable for;
 - iii. inform you of new vacancies we will be providing; and/or
 - iv. send you requested information on our vacancies.
- c. Personal Data related to website visitors is stored in the UK with '2i design' who manage the website on Magdalene's behalf. Personal Data processed as part of your application is stored by Magdalene in the UK.

5. How do we protect it?

- a. Magdalene has robust measures in place to ensure the security of Personal Data. Where reasonably practicable this includes:
- i. staff training and data processing guidelines;
 - ii. the anonymisation and/or encryption of Personal Data;
 - iii. in-built resiliency to processing systems;
 - iv. the ability to restore and access Personal Data in a timely manner in the event of a physical or technical incident; and
 - v. processes for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.

6. How long do we keep it?

- a. Personal Data for unsuccessful applicants may be retained for up to six months after notifying unsuccessful candidates. Where candidates are not contacted, Personal Data may be retained for up to six months after receipt of their application.

7. What are your rights?

- a. Under the GDPR, you are entitled to a copy of any information we hold about you which can be done through a Subject Access Request (SAR). You can request correction of inaccuracies in data, erasure or restriction of processing of the information we hold about you. You can also object to processing. The request must be made in writing to us on privacy@magdalene.co.uk.
- b. Magdalene will normally respond to the SAR within one month unless the request is complex or numerous in which case the period in which we must respond can be extended by a further two months.
- c. In circumstances where a SAR is manifestly unfounded or excessive, Magdalene may legally charge a reasonable administrative fee or may legally refuse to act on the SAR.

8. Who can you contact?

- a. If you have any questions about this Privacy Policy or the information we hold about you, please contact us by email on privacy@magdalene.co.uk or by post at Magdalene House, Compass Point Business Park, Stocks Bridge Way, St. Ives, Cambridgeshire, PE27 5JL.

- b.** You may escalate your query to our Group Data Protection Officer (“DPO”), Graeme Cross. The DPO can be contacted via 01438 743 744 or at DP@morrisonus.com.
- c.** Finally, you can also obtain additional information about the GDPR and your rights under it on the Information Commissioner’s Office website [here](#). You can also make a formal complaint to the ICO in the event that you feel we have not resolved any query to your satisfaction.

9. Policy changes

- a.** Magdalene will review this Policy periodically and reserves the right to update it as required. In any case the policy will be reviewed at such times as organisational or legislative changes impact upon its content. This policy was last reviewed on 24 May 2018.