

Ricoh UK Products Ltd Job Applicant Privacy Notice

This Privacy Notice has been issued by Ricoh UK Products Ltd (RPL / the Company) to comply with the UK General Data Protection Regulation (UK GDPR). As part of any recruitment process, RPL collects and processes personal data relating to job applicants. RPL is committed to being transparent about how it collects and uses that data, to meeting its data protection obligations and ensuring ethics and integrity in its processing of personal data.

Data Controller

In accordance with guidance issued by the Information Commissioner's Office (ICO), RPL is considered as the "data controller" (the holder, user and processor of personal data) for the purposes of the UK GDPR.

The data controller's contact details are:

Ricoh UK Products Ltd
Priorslee
Telford
Shropshire
TF2 9NS

Telephone: 01952 290090

Should you have any queries regarding this privacy notice, please contact the HR Department.

What information does RPL collect?

RPL collects a range of information about job applicants ("you"). This may include:

- your name / title, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- information about your entitlement to work in the UK and your National Insurance number;
- information about your criminal record (as per self-declaration on application form);
- information about medical or health conditions disclosed, including whether or not you have a disability for which the Company needs to make reasonable adjustments;
- equal opportunities monitoring information, including your date of birth and gender.

RPL collects this information in a variety of ways. For example, data may be contained in application forms / CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment (e.g. psychometric testing).

RPL may also collect personal data about you from third parties, such as references supplied by former employers and qualification checks from professional / academic bodies. RPL will seek information from third parties only once a job offer has been made.

Data is stored in the Company's management systems (including RPL's email system and filing systems).

Why does RPL process your personal data?

RPL needs to process your data as part of the recruitment process and in order to enter into an employment contract with you if you are successful in your application.

RPL also needs to process data to ensure that it is complying with its legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

RPL has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Company to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Company also need to process data from job applicants to respond to and defend against potential legal claims.

Where RPL relies on legitimate interests as a reason for processing data (as outlined above), it has considered whether or not those interests are overridden by the rights and freedoms of job applicants and has concluded that they are not.

The Company processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to fulfil its obligations and support individuals rights in relation to employment.

RPL seeks information about criminal convictions and offences through self disclosure. Where the Company seeks this information, it does so because it is necessary for fulfil its obligations in relation to employment.

Who has access to data?

Relevant information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the department / division with a vacancy and IT, only if access to the data is necessary for the performance of their roles.

Where RPL conducts recruitment testing, your relevant personal data may be shared with third party providers only for this purpose.

If your application for employment is successful and an offer of employment is made, RPL will share relevant data with former employers in order to obtain references and professional / academic bodies to complete qualification checks as appropriate.

RPL will not transfer your application data outside the UK.

How does RPL protect your data?

RPL takes the security of your data seriously. The Company has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. RPL ensures the security of its job applicant's data through its Integrated Management System (IMS), Information Security Management System (ISMS) and Data Protection policies and procedures.

For how long does RPL keep your data?

If your application for employment is unsuccessful, RPL will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained for the duration of your employment. The periods for which your data will be held will be provided to you in the Employee Privacy Notice.

Your rights as a Data Subject

You have a number of rights. You can:

- request access to or a copy of your data;
- require the Company to change incorrect or incomplete data;

- object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing; and
- ask the Company to stop processing data if data is inaccurate or there is a dispute about whether or not your interests override the Company's legitimate grounds for processing data.
- require the Company to delete or stop processing your data at any time;

If you would like to discuss or exercise any of these rights, please contact the HR Department. You can make a subject access request by completing RPL's subject access request form, this can be obtained from a member of the HR Department.

If you believe that RPL has not complied with your data protection rights, you can raise this to the Director with accountability for UK GDPR at RPL or to the Information Commissioner.

What if you do not provide your personal data?

You are under no statutory or contractual obligation to provide data to RPL during the recruitment process. However, if you do not provide the information required, RPL will not process your application.

Automated decision-making

RPL does not use any automated decision-making in its recruitment processes.

Further details about UK GDPR and your rights under UK GDPR can be found on the ICO's website at <https://ico.org.uk/>.