



# Belfast Waterfront & Ulster Hall Ltd

## Privacy Notice – Applicants

Data controller: BWUH Ltd, 34 Bedford Street, Belfast, BT2 7FF  
Data protection officer: [DPO@waterfront.co.uk](mailto:DPO@waterfront.co.uk)

As part of any recruitment process, BWUH Ltd collects and processes personal data relating to job applicants. BWUH Ltd is committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

### *What information does BWUH Ltd collect?*

BWUH Ltd collects a range of information about you. This includes:

- your name, 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;
- whether or not you have a disability for which BWUH Ltd needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, namely your sex and religion. This information is given voluntarily and does not affect your employment prospects if you decline to provide it
- BWUH Ltd collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment
- BWUH Ltd will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers **and information from criminal records checks.**

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 BWUH Ltd process personal data?*

BWUH Ltd needs to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

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

BWUH Ltd 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 BWUH Ltd to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. BWUH Ltd may also need to process data from job applicants to respond to and defend against legal claims.

Where BWUH Ltd 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.

BWUH Ltd processes 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 exercise specific rights in relation to employment.

For some roles, BWUH Ltd is obliged to seek information about criminal convictions and offences. Where BWUH Ltd seeks this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

BWUH Ltd will not use your data for any purpose other than the recruitment exercise for which you have applied.

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

Your 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 business area with a vacancy and IT staff - if access to the data is necessary for the performance of their roles.

BWUH Ltd will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. BWUH Ltd will then share your data with former employers to obtain references for you and Access NI to obtain necessary criminal records checks.

**BWUH Ltd will not transfer your data outside the European Economic Area.**

***How does BWUH Ltd protect data?***

BWUH Ltd takes the security of your data seriously. We have 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 BWUH Ltd keep data?***

If your application for employment is unsuccessful, BWUH Ltd will hold all your job application related data on file for 12 months after the end of the recruitment process. Your monitoring form will be kept for three years. These retention periods are in order to comply with Fair Employment Legislation.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file, and retained both during and after your employment. The retention periods are stated in the Data Retention Policy, as copy of which is available from the HR department.

### ***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 BWUH Ltd to change incorrect or incomplete data;
- require BWUH Ltd 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 BWUH Ltd is relying on its legitimate interests as the legal ground for processing; and ask BWUH Ltd to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override BWUH Ltd.'s legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Data Protection Officer on [DPO@waterfront.co.uk](mailto:DPO@waterfront.co.uk). You can make a subject access request by completing BWUH Ltd.'s form for making a subject access request.

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

### ***What if you do not provide personal data?***

You are under no statutory or contractual obligation to provide data to BWUH Ltd during the recruitment process. However, if you do not provide the information, BWUH Ltd may not be able to process your application properly or at all.

### ***Automated decision-making***

Recruitment processes are not based solely on automated decision-making.