Introduction

NRS is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during the Job Application and Recruitment process, in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA).

We are registered as a Data Controller with the Information Commissioner's Office (ICO). Our registration number is Z7546570.

This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained within this privacy notice.

This notice applies to anyone applying for a role at NRS. It does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Our Contact Details

Nuclear Restoration Services

Hinton House
Birchwood Park Avenue
Risley
Cheshire WA3 6GR

Email: d.p.o@nrservices.uk

What type of information we will collect

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymised data). There are certain types of more sensitive personal data (special category data) which require a higher level of protection, such as information about a person's health or criminal convictions.

We may collect, store, and use the following categories of personal information about you:

- Full names
- Date of Birth/ Age Range
- NI Number
- Personal Contact Details (Email and Phone Number)
- Home Address
- Bank Details

- Experience and Qualifications
- Current Job role
- Gender
- Criminal Record Details
- Health Data (Mental or Physical)
- Special Category Data which may be provided voluntarily by applicants (Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions for equality and diversity monitoring purposes)

How did we get the information and why do we have it?

We collect personal information about employees, agency workers, contractors & third party personnel through the application and recruitment process, either directly from candidates or sometimes from an employment agency. We may sometimes collect additional information from third parties including former employers, credit reference agencies or background check agencies.

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances, known as the 'lawful basis for processing':

- Contractual requirements;
- Compliance with a legal obligation;
- Provision of statutory functions or public task;
- Where it is necessary for legitimate interests pursued by us or a third party and your interests and fundamental rights do not override those interests. In accordance with best practice a Legitimate Interests Assessment (LIA) will be conducted when this lawful basis is used.

We may also use your personal information in the following situations, which are likely to be rare:

- To protect your interests (or someone else's interests);
- Where we have your consent.

Where we process special category data we need to identify both a lawful basis (as above) and a special category condition for processing in compliance with data protection legislation. The relevant conditions are likely to be:

- Employment;
- Occupational health;
- Explicit consent. Please see the 'Your data protection rights' section for more information on withdrawing your consent.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Do we need your consent?

We do not need your consent if we use special category personal data in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we require and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. The information will be collected as part of the recruitment process or we may be notified directly by yourself in the course of you working for us.

All processing will be in line with our data protection policy and adhere to prevailing data protection legislation.

Automated decision-making

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

How we store your information

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from the Data Protection Officer.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

We may also transfer your personal data outside of the EU. If this is the case you can expect a similar degree of protection in respect of your personal information.

How long we keep your personal information

We will only hold onto your personal information for as long as necessary to fulfil the purposes we collected it for. All records are retained and securely destroyed in accordance with our records retention schedule, our retention schedule states that information collected in relation to Job Applications, Interview records and Recruitment is kept for 12 months within our recruitment system for successful and unsuccessful applications. For successful applicants, personal data is transferred and held within our HR system following the recruitment process.

Your data protection rights

Data protection legislation strengthens the rights of individuals and includes:

- The right to be informed (which this notice fulfils);
- The right of access;
- The right to rectification;
- The right to erasure;
- The right to restrict processing;
- The right to data portability;
- The right to object;
- Rights in relation to automated decision making and profiling.

For a detailed explanation of these rights, and the specific circumstances in which they apply, please visit the Information Commissioners Office (ICO) website. If you wish to exercise any of your rights, including where you are seeking a copy of your own personal information, please contact the DPO via d.p.o@nrservices.uk.

How to complain

If you wish to make a complaint to NRS Limited about the way in which we have processed your personal information please contact the DPO using the email address above.

If you remain dissatisfied with the response received, you have the right to lodge a complaint to the ICO. The ICO is the UK's independent body set up to uphold information rights, and they can investigate and adjudicate on any data protection related concerns you raise with them. They can be contacted at:

Information Commissioner's Office (ico.org.uk)
Wycliffe House, Water Lane,
Wilmslow,
Cheshire,
SK9 5AF
0303 123 1113