

## Candidate Privacy Notice

**Data Controller:** ITPenergised, Centrum House, 108-114 Dundas Street, Edinburgh, EH3 5DQ

**Data Protection Officer:** Andrew Bright (Operations Director) – [andrew.bright@itpennergised.com](mailto:andrew.bright@itpennergised.com)

At ITPenergised, we value your privacy throughout our recruitment process. This Candidate Privacy Notice outlines how we collect and process personal data, emphasising our commitment to transparency and adherence to data protection obligations.

### What Information Does ITPenergised Collect?

We collect various information about you, including:

- Your name, address, and contact details, including email and telephone number.
- Details of your qualifications, skills, experience, and employment history.
- Disability information for reasonable adjustments during the recruitment process.
- Information about your eligibility to work in the UK.
- Equal opportunities monitoring data, covering ethnic origin, sexual orientation, health, and religion or belief.

This information may be gathered through application forms, CVs, resumes, interviews, or other assessments.

### Why Does ITPenergised Process Personal Data?

We process data to take steps before entering into a contract with you and to fulfil our legal obligations. Processing ensures compliance, assists in the assessment of candidate suitability, and defends against legal claims when necessary.

We process health information to accommodate candidates with disabilities and handle other special categories of data for equal opportunities monitoring.

### Who Has Access to Data?

Internally, information is shared with members of the HR team, interviewers, managers with a vacancy, and IT staff when necessary for their roles. External sharing occurs only when an offer of employment is made, involving former employers for references, employment background check providers, and the Disclosure and Barring Service for criminal records checks, where applicable.

### How Does ITPenergised Protect Data?

We prioritise data security, implementing internal policies and controls to prevent loss, destruction, misuse, or unauthorised access.

### For How Long Does ITPenergised Keep Data?

If your application is unsuccessful, your data is held for 6 months after the relevant recruitment process. For successful applications, data is transferred to your personnel file and retained during your employment.

### Your Rights

As a data subject, you have rights to access, correct, delete, or stop processing your data. If you wish to exercise these rights, please contact Andrew Bright.

### **Complaints and Queries**

If you believe we haven't complied with your data protection rights, you can complain to the Information Commissioner.

### **Providing Personal Data**

While providing data is not obligatory, failure to do so may impact your application. Successful candidates must provide evidence of their right to work in the UK and satisfactory references.

### **Automated Decision-Making**

The ITPEnegised recruitment processes does not involve automated decision-making.