

Candidate Privacy Notice

Crabtree Property Management Limited



Crabtree Property Management Limited (“Crabtree”), Company Number 01766406 is a “Data Controller” in respect of any personal data gathered and processed by us in relation to you.

The contact details of the “Privacy Controller”, who is your contact within Crabtree are at the end of this document.

Crabtree takes great care with all data but especially personal data. We are committed to ensuring this is secure and processed in a lawful manner.

This Privacy Notice details what data we process and why we do this. For further information please contact our Privacy Controller who is detailed in this document.

Crabtree will process (collect, store, use and destroy) the information you provide in a manner compatible with the EU’s General Data Protection Regulation (GDPR). We will endeavor to keep your information accurate and up to date, and not keep it for longer than is necessary. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data will be held in addition to these periods depending on individual business needs.

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

How We Collect Data

By telephone

When you call Crabtree, we collect Calling Line Identification (CLI) information. We use this information to help improve its efficiency and effectiveness. When you call FPS we may also record calls. We use this information for training and also to help us provide a better service by being able to confirm what was said.

By email

We use Transport Layer Security (TLS) to encrypt and protect email traffic. If your email service does not support TLS, you should be aware that any emails we send or receive may not be protected in transit.

We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

Third Parties

We receive information from third parties in relation to your application. This information will be processed in accordance with GDPR.

Data Collection Forms

During the recruitment process we will collect personal data using electronic and paper based data collection forms.

Who we collect information about, what information we collect, what we use it for and any Third Party with whom the information is shared.

Job Applicants

What will we do with the information you provide to us?

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfill legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfill our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

Application stage

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all of this information.

Shortlisting

Our recruitment team and managers shortlist applications for interview.

Assessments

We may ask you to participate in assessment days, complete tests or occupational personality profile questionnaires and/or to attend an interview, or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by Crabtree.

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be retained in our talent pool for a period of eighteen months. If you say yes, we would proactively contact you should any further suitable vacancies arise.

Conditional offer

If we make a conditional offer of employment, we will ask you for information so that we can carry out pre-employment checks. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

We may, depending on the position applied for, be required to carry out appropriate background checks on your suitability for that position.

CATEGORY OF DATA	PURPOSE FOR PROCESSING DATA	LEGAL BASIS FOR PROCESSING	THIRD PARTY ORGANISATIONS WITH WHOM IT MAY BE SHARED
Contact Details	Communication in relation job applications	The legitimate interest of communicating with job applicants	Third Party Accreditation Agencies
Documents relating to the recruitment process such as CV and qualifications	To fulfil our requirements of the recruitment process	The legitimate business interest of finding suitable candidates	Third Party Accreditation Agencies
Contact details of referees	To obtain a reference	The legitimate business interest of obtaining a reference	Third Party Accreditation Agencies
Appropriate background checks	To safeguard the assets, staff and clients of the employer, background checks may be taken	With explicit consent from you	Third Party Accreditation Agencies
Call recordings	To provide training for our staff and to confirm what was said in conversations	The legitimate business interest of identifying what was said on a call	
CCTV images	To provide security in buildings owned or managed by the company	The legitimate business interest of providing security	
Identify documents	To ensure the identity of the applicant	Legal obligation to ensure the identity and right to work	

How we protect the information

We secure electronic and manual information in the following ways

- Complex password security
- Encryption
- Role based control of access
- Locked and alarmed buildings
- Contracts with third party processors and controllers
- Following the CCTV Code of practice

How long we keep the information

We will keep your Personal Information only as long as necessary for the purposes for which we collected it and to comply with applicable law.

Depending on our relationship with you, we may keep your Personal Information for a number of years after our relationship ends.

In detail:

We will keep Personal Information for as long as is necessary for the purposes for which we collect it. The precise period will depend on the purpose for which we hold your information. In addition, there are laws and regulations that apply to us which set minimum periods for retention of Personal Information. We will provide you with further information if appropriate to give you a full picture of how we collect and use your Personal Information.

If your application is successful and you progress to becoming an employee, we will gather and process further personal data. If you have any concerns in relation to this you can review our Staff Privacy Notice by request.

Use of data processors

Data processors are third parties who provide elements of our service for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

Group companies with whom data is shared will act as Data Processors.

Overseas Transfers

None of the information that we collect process or store as a result of this website is transferred outside of the European Economic Area (EEA). This includes information that is exchanged with any third party organisation as described above.

Your Rights

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that FPS refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined below.

Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Crabtree or third parties, or how your complaint has been handled, you have the right to lodge a complaint directly with the Crabtree Privacy Controller in the first instance and also with the supervisory authority.

The details for each of these contacts are:

	SUPERVISORY AUTHORITY CONTACT DETAILS	CRABTREE PRIVACY CONTROLLER
Address	Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9	84 Fisherton Street Salisbury SP2 7QY
Email:	casework@ico.org.uk	privacy@crabtree.co.uk
Telephone:	0303 123 1113	01722 328 685

Changes to this Privacy Notice

We keep our privacy notice under regular review. This privacy notice was last updated on 31st March 2022.