



REVOLUTION VIEWING

Creating Desire

Job Applicant Privacy Notice

“Producing the world’s most creative, awe inspiring and desirable visual experiences.”

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**Data Controller:**

Revolution Viewing Ltd, 1 Canal Place, Leeds, LS12 2DU

Person Responsible:Tony Lyons; hello@revolutionviewing.com

As part of any recruitment process, Revolution Viewing Ltd (RV) collects and processes personal data relating to job applicants. RV is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

1 What Information Does RV Collect?

RV 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 RV needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK

RV collects this information in a variety of ways. For example, data might be contained in application forms, CVs, resumes or cover letters, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

RV may also collect personal data about you from third parties, such as references supplied by former employers. RV will only seek information from third parties where we have your consent to do so.

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).

2 Why Does RV Process Personal Data?

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

In some cases, RV need to process data to ensure that we are complying with legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

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



RV may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. RV may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. RV process such information to carry out the required obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, RV may keep your personal data on file for a period of time (see section 5 below for timescales) in case there are future employment opportunities for which you may be suited. RV will ask for your consent to keep your data for any longer than the stated timescale and you are free to withdraw your consent at any time.

3 Who Has Access to Data?

Your information may be shared internally at RV for the purposes of the recruitment exercise. This includes members of the HR and recruitment 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.

RV will not share your data with third parties, unless your application for employment is successful. RV may then share your data with former employers to obtain references for you and/or employment background check providers to obtain necessary background checks.

4 How Does RV Protect Data?

RV takes the security of your data seriously. RV 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 necessary performance of their duties.

5 For How Long Does RV Keep Data?

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

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources (HR) file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in RV's Employee Privacy Notice.

If you are applying for, or requesting to be considered for freelance working opportunities, RV will hold your data on file for the duration of your freelance working relationship, or for a maximum of 7 years if you do not enter into a freelance working relationship.



6 The Rights of Job Applicants

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require RV to change incorrect or incomplete data;
- require RV to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where RV is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please email us at:
hello@revolutionviewing.com

If you believe that RV has not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

7 What if Job Applicants do not Provide Personal Data?

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

8 Automated Decision Making

Employment decisions are not based solely on automated decision-making.