

## Candidate Account Privacy Notice

The following privacy notice explains how Foresters Financial (Foresters) and the Data Processor, networkx, protect visitors information gathered via the networkx website and processed using their online recruitment software. If, you as a visitor, choose to submit information, you agree to the use of such information in accordance with this privacy notice. Foresters and the Data Processor ensure generally accepted standards of technological security for the purpose of protecting information provided by visitors from misuse, loss or corruption. Only authorised personnel have access to personally identifiable information submitted through the website. Such employees are required to maintain the confidentiality of this personal and sensitive data.

We are **Foresters Financial, Foresters House, 2 Cromwell Avenue, Bromley, BR2 9BF**. We are as defined by the General Data Protection Regulation (GDPR) the **Data Controller** and ultimately responsible for ensuring the data you provide is kept secure, processed correctly and that you understand your legal rights in relation to the data you provide. As part of our Data Controller responsibilities we have an assigned Data Protection Officer (or equivalent) **who** can be contacted at **[data.protection@foresters.co.uk](mailto:data.protection@foresters.co.uk)**.

The recruitment software we use via this website is supplied by Net-Worx (2001) Ltd (trading as networkx) and they are defined as a **Data Processor** under the GDPR. They will only process your data in accordance with our instructions. Networkx can be contacted at: The Engine House, Wharfebank Business Centre, Ilkley Rd, Otley, LS21 3JP.

The Data Protection Officer for networkx is **Rob Baker** and can be contacted at **[dpo@networxrecruitment.com](mailto:dpo@networxrecruitment.com)**

### What information do we collect from you?

The recruitment software collects only personally identifiable information that is specifically and voluntarily provided by visitors. As part of the registration process, we may collect the following (but not limited to):

- Name, address, email, telephone number;
- CV (where applicable);
- Answers to questions around your recruitment preferences and
- Any other information you wish to provide in support of building up your candidate account.

Information will be stored in your online candidate account, and/or within the networkx system. Should you be offered and accept a position the system will process and transfer your details (including salary, job title and working hours) from the networkx system, in addition to information you provide on our onboarding portal (including bank details and national insurance number) to our HR and Payroll system and relevant data to other Foresters IT systems (including email). As a member of staff you will sign a contract of employment and agree to the terms of our Employee Privacy Notice.

## Why do we collect this information (purpose)?

As required by the GDPR we must only request information if we have a purpose and lawful ground for doing so. You are agreeing to provide this information in order for us to form a contract that will allow us to use your details and information presented so that we may provide recruitment services to you and undertake statistical analysis.

## Who might we share your information with?

Personal details you provide in this registration:

- will be made available to us and our processors;
- will by preference be searchable on our candidate database;
- will allow you to optionally receive notifications on relevant jobs you are seeking;
- will be used for communication with you regarding recruitment, and
- will be used for statistical analysis.

Although we may provide visitors' information to service providers that handle information on our behalf, we will not share the information with third parties for secondary or unrelated purposes unless otherwise disclosed at the point of collection and not without having gained acceptance at the point of collection.

## How long do we keep hold of your information?

Your candidate account will be deactivated after **13 months** of inactivity. You can deactivate your account at any time. At the same time as this, your data will be fully anonymised.

## How can I access the information you hold about me? Your rights

We are dedicated to providing reasonable access to visitors who wish to review their personal information retained when they apply via the website and correct any inaccuracies it may contain. Visitors who choose to register may access their profile, correct and update their details, or withdraw their details at any time. To do this, visitors can access their personal profile by using their secure login. In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.

You have the following rights in relation to the way in which we deal with your personal data:

- the right of erasure or to be forgotten;
- the right to rectification if information is inaccurate or out of date;
- the right of data portability (to obtain and reuse your personal data);
- the right to object to Foresters Financial and networkx handling of your personal information;
- the right to withdraw your consent with regards to the handling of your personal information, and
- you have the right to ask for a copy of the information held about you (Data Subject Request - DSR).

If you are not satisfied by our actions and would like to exercise any of these rights, please contact [human.resources@foresters.co.uk](mailto:human.resources@foresters.co.uk)

You have the right to lodge a complaint with a supervisory authority - the ICO. If you believe Foresters has not complied with your data protection rights, you can contact the Information Commissioners Office on:

- Telephone helpline: 0303 123 1113
- Email: visit [www.ico.org.uk/global/contact-us/email/](http://www.ico.org.uk/global/contact-us/email/)
- Post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Within your candidate account, you can also use the Download Data feature to generate an XML file of the current data we hold on you that you have provided and/or have access to within the account.

Where you exercise your right to object or withdraw your consent we may process your personal data without your knowledge or consent where we are permitted or required by law or regulatory requirements to do so. In such a case, we will not process more personal data than is required under the circumstances.

## **Information Security**

We have in place reasonable commercial standards of technology and operational security along with internal policies and procedures to protect all information provided by visitors and applicants from loss, misuse, alteration or destruction.

## **Changes to our Privacy Notice**

We reserve the right to modify or amend this privacy notice at any time and for any reason, providing it maintains compliance with the General Data Protection Regulation (EU) 2016/679) and Data Protection Act 2018.

By ticking the box, you are agreeing to the terms in this privacy notice.