



General Data Protection Regulation - Recruitment Privacy Policy

Recruitment

All recruitment at AIMIS Solutions Ltd (AIMIS) follows a formal recruitment process prior to entering into a contract of employment.

What information is collected?

As part of the recruitment process, each candidate will be required to submit their CV via email to matts@aimis.co.uk. This may be provided directly from the applicant or via a third party such as a recruitment professional. CV's received shall immediately be transferred to the secured HR folder on our Office 365 system, accessible only by our Director responsible for data protection; Matt Samways. The original email containing the CV and any other personal data shall immediately be destroyed.

How will AIMIS use my information?

The information provided on the CV during the recruitment process will be used to decide whether a person is suitable for a particular role. Following your application, the legal basis for this processing is in order to take steps prior to entering into a contract.

Will my information be passed to anyone else?

Information that you provide will be passed to those in AIMIS who are part of the recruitment panel for the purposes of shortlisting for the role.

AIMIS outsources some HR services and information will be passed to the company providing this service on our behalf (as a Data processor) where they are involved in the recruitment process.

Your information is not passed to any other third party or recipient.

Will my information be transferred internationally?

Information relating to any recruitment process is not transferred internationally.

What happens to my information when it is no longer required?

Information relating to unsuccessful applications will be retained for nine months from the date of appointment of the successful candidate. This is in keeping with how long a Discrimination claim can be lodged at an employment tribunal. After this time it is securely destroyed and no record of the application will be retained.

If candidates would like to specifically request we securely destroy their information before this time they should email matts@aimis.co.uk

Unless stated otherwise information relating to the successful candidate usually forms part of an employment contract and will be retained for 6 years from the date employment is terminated for any reason. This is in keeping with The Limitation Act 1980 (Section 5) and the Taxes Management Act

The successful candidate's right to work documentation will be kept on their personnel file for 2 years from the date employment is terminated for any reason. Information is securely disposed of when it is no longer required.



What happens if I send a speculative CV to AIMIS?

Where we receive a speculative CV and are not currently recruiting or do not have a vacancy for a relevant position, but we would like to retain the CV, we ask for and receive permission from the candidate that we can retain their data (CV) then it will be stored, along with the email evidence of permission in the HR folder.

Where a CV is not retained as we do not wish to consider the candidate further, the CV along with any correspondence will be deleted from the site.

CVs are not forward outside AIMIS without permission of the candidate.

What are my rights under GDPR?

Aside from the right to receive information from AIMIS on how we process your personal data all candidates have the following rights:

- a) The right of access to their own personal data, a description of how it is being used, the source, how to exercise their rights and to complain etc
- b) The right to rectification
- c) The right to erasure ('right to be forgotten')
- d) The right to restriction of processing
- e) The right to data portability
- f) The right to object
- g) The right not to be subject to automated individual decision-making and profiling

If you would like to request any of these rights please contact us via –

- **email** matts@aimis.co.uk
- **phone** 07525791391
- **post** AIMIS Solutions Limited, 31 Queens Gardens, Herne Bay, Kent, CT6 5BS