



Job Application Privacy Notice

As part of any recruitment process, YESSS Electrical collects and processes personal data relating to job applicants. YESSS Electrical is committed to being transparent about how it collects and uses that data, and to meeting its data protection obligations. In this notice, when we refer to “we”, “our” or the “company”, we are referring to the group company which you have applied for a role with, which will be either YESSS (A) Electrical Limited, YESSS (B) Electrical Limited and YESSS (C) Electrical Limited.

What information do we collect?

YESSS Electrical collects a range of information about you if you apply for a job with it. 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 YESSS Electrical needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

YESSS Electrical may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as recruitment agencies, references supplied by former employers. We will seek information from third parties for references only once a job offer to you has been made and will inform you that we are doing 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).

Why does YESSS Electrical process personal data?

We need to process your personal data to assess whether you are a suitable candidate for a job with YESSS Electrical, communicate with you about the recruitment process, keep records relating to our hiring process and comply with our legal requirements. If you are ultimately offered a job with YESSS Electrical, we will need to process your personal data to ensure that we can carry out our functions as an employer (more information on this can be found in our Employee Privacy Notice).

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

YESSS Electrical 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.

YESSS Electrical may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor the diversity of our job applicants and employees. We may also collect information about applicants' disabilities to make reasonable adjustments during the recruitment process and (if applicable) employment relationship.

If your application is unsuccessful, YESSS Electrical may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.



Who has access to data?

Your information may be shared with the following people for the purposes of the recruitment exercise:

- members of the HR and recruitment team;
- interviewers involved in the recruitment process;
- managers in the business area with a vacancy;
- IT staff if access to the data is necessary of the performance of their roles; and
- any other person who reasonably needs access to your data in order to administer the recruitment process

We will not share your data with third parties, other than other group companies unless your application for employment is successful and you accept a conditional offer of employment. We will then share your data with former employers to obtain references for you.

We may share your information with other group companies in order to assist with and administer the recruitment process.

How does YESSS Electrical protect data?

We take the security of your data seriously. We 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 proper performance of their duties.

For how long does YESSS Electrical keep data?

If your application for employment is unsuccessful, YESSS Electrical will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or if you withdraw your consent at an earlier date, your data is deleted or destroyed. You will be asked when you submit your CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained in accordance with our Employee Privacy Notice.

Your rights

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

- to be provided with clear, transparent and easily understandable information about how we use your personal data and your rights (this is why we are providing you with this privacy notice);
- access and obtain a copy of your data on request;
- require YESSS Electrical to change incorrect or incomplete data;
- require YESSS Electrical 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 YESSS Electrical is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Adam Emmott, Data Protection Officer at adam.emmott@yesss.co.uk or data.protection@yesss.co.uk or you can write to him at YESSS House, Foxbridge Way, Normanton, WF6 1TN. If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to YESSS Electrical 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.