

Job Application Data Retention Policy

During the application and recruitment process, QUAD collects and processes personal data relating to job applicants.

QUAD is committed to being clear and transparent about how it collects and uses that data and to meeting its data protection obligations.

QUAD collects and processes a range of personal information (personal data) about applicants. Personal data refers to any information about an individual from which the person can be identified. This includes, but is not limited to: your name, employment history, education history, address and employment references, telephone number, email address, information about remuneration including entitlement to benefits such as pensions, information about your entitlement to work in the UK and any information provided on an equal opportunities monitoring form such as information about your ethnic origin, sexual orientation, health and religion or belief.

QUAD collects this information in a variety of ways during the application and recruitment process. For example, data may be contained in application forms and CVs, obtained from identity documents, such as your passport and collected through Interviews, phone calls and assessment tests.

In some cases, QUAD collects personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal and immigration record checks permitted and required by law.

Data is stored in a range of different places, including on your application record, in the QUAD's Senior Management file systems and in other IT systems (including QUAD's email system).

QUAD will process data prior to entering into an employment contract with the applicant to meet our obligations under that employment contract.

In addition, QUAD is required to process data to ensure that we are complying with our legal obligations. For example, we are required to check an employee's entitlement to work in the UK before employment begins.

QUAD has a legitimate interest in processing personal data during the recruitment process and in keeping records of that process. Processing such data from job applicants enables QUAD to manage the recruitment process, assess the suitability of candidates and make informed decision as to whom we wish to employ. QUAD may, in certain circumstances, also have to process data from job applicants to defend legal claims.

QUAD processes health information if we need to make reasonable adjustments to the recruitment process for candidates with a disability.

You are under no obligation to provide QUAD with data during the recruitment process. However, if you do not provide certain information when requested, QUAD may not be able to process your application for employment properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for you if this information is not provided.

QUAD will only hold your personal data for as long as is necessary to fulfil the purposes for which we collected it. If your application for employment is unsuccessful, QUAD will hold your data on file for 12 months after the end of the recruitment process unless stated otherwise at the time of application. 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 internal staff profile, and we shall issue a new privacy notice which sets down the periods for which your data will be held.

Your information will be shared internally for the purposes of the recruitment process, including with staff who will be acting as interviewers.

QUAD will not share your data with third parties unless we make you an offer of employment. In those circumstances, QUAD shall share your data with third parties where required by law and where it is necessary to begin the working relationship with you or where we have another legitimate interest in doing so, such as former employers to obtain references for you.

QUAD takes the security of your data seriously. We have internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request (known as a “data subject access request”), require QUAD to change incorrect or incomplete data; request erasure of your personal information. This enables you to ask QUAD to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; object to the processing of your data where QUAD is relying on its legitimate interests as the legal ground for processing; and ask QUAD to suspend the processing of your personal data for a period of time if data is inaccurate or there is a dispute about its accuracy or the reason for processing it.

If you believe that the Company has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner’s Office.