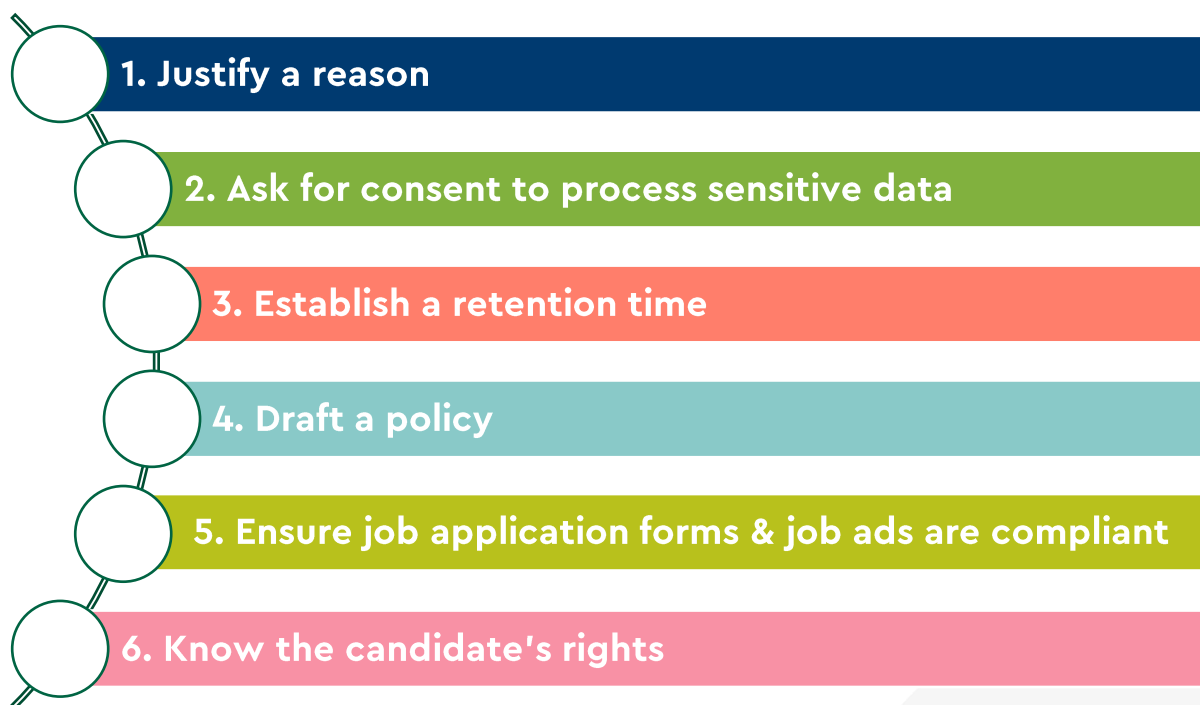


# Data Protection in Recruitment Guidance Note

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Follow these six steps to keep in line with data protection regulations.



## 1. Justify a reason

Establish the justification for collecting personal data. In recruitment, you have a legitimate reason for collecting job-related personal data of candidates in order to recruit for a specific position.

## 2. Ask for consent to process sensitive data

Ask candidates for consent to process their sensitive data - for example, when conducting a background check. **Consent should be asked for in a clear manner when requesting the data.**

## 3. Establish a retention time

You will need to establish an appropriate time to retain candidate data. A suitable time period is usually considered **12 months after the recruitment process has completed**, as this is the time period in which a candidate can take a case related to the recruitment process. This should be communicated in the Recruitment Privacy Statement and should also be communicated to candidates upon asking their permission to retain their data.

## 4. Draft a policy

Ensure that you have a clear recruitment privacy statement which outlines:

- Name and contact details of your organisation
- A statement that any data requested will be used for recruitment purposes only
- The company's legitimate reason for collecting the data
- The types of candidate data held by the company
- Who the company will share the data with
- Where the company stores the data
- A timeline for how long the company plans to store the candidate's data
- A statement explaining how the company will protect the candidate's data

This policy can be published alongside your application form or your job advertisement.

## **5. Ensure job application forms and job ads are compliant**

- Only ask for personal data that is necessary and relevant
- Be transparent. Let candidates know that you intend to use their data for recruitment purposes only. State this in the application form and job advertisement
- Ensure your privacy policy is easily accessible to the candidate. This policy can be posted alongside your job advert or application form

## **6. Ensure job application forms and job ads are compliant**

- Allow candidates to access their personal data upon request
- Delete people's personal data upon their request
- Allow candidates to withdraw their consent