



Recruitment Privacy Notice

Policy Details

Document Owner: HR Manager

Release Date: 2020-12-01

Last Updated: 2025-03-18

Document Version: 1.3

Document Review

Name	Department/Role
Heloise Simkiss	HR Manager
Ellie Blore	Data Protection Officer
Glenn Dimelow	Director
Liz Edwards	Privacy Analyst

Revision History/Change log

Revision Date	Summary of Changes	Version	Approved By
2020-12-01	Document Creation	1.0	ED
2021-08-19	Review minor amends	1.1	ED
2024-03-04	Review only	1.2	ED
2025-03-18	Amended, change of process, change of document owner	1.3	HS

Contents

1.0	Introduction to Best Companies.....	4
2.0	Purpose.....	4
3.0	Responsibility and Contact details	4
4.0	Why we have your personal data.....	4
	Background Checks	6
5.0	Equal Opportunities Employer	6
6.0	Legal basis for processing	6
7.0	Security and Individual Rights	7
8.0	Documentation History	7

1.0 Introduction to Best Companies

Best Companies

The company who exists to make the world a better workplace. Best Companies have 25 years' experience, in understanding and improving organisational health. Organisations use Best Companies' data to drive engagement, improve employee retention and overall business performance. You can learn about our organisation at www.b.co.uk

2.0 Purpose

(Please note: We issue a different privacy notice, which applies where there is an employment relationship between Best Companies and its employees.)

This recruitment privacy notice has been created to inform you about how we handle the personal data we receive from individuals within the recruitment process. Recruitment is conducted inline with the Best Companies Recruitment Policy.

3.0 Responsibility and Contact details

Best Companies is the controller of the personal data it collects for recruitment purposes, unless otherwise stated. This is because we determine the purpose and means of why the personal data has been collected.

We work with third parties such as, approved recruitment agencies and advertise on online job boards. We may also attend events that provide the opportunity for you to apply or be considered for roles we may advertise for time to time. These organisations are also data controllers where they are acting on your behalf and making decisions on how to process your personal data.

Best Companies will only store or transfer your information within the UK and European Economic Area for the process of recruitment. Please review the privacy notice of any third parties you instruct (e.g. job boards or recruitment agencies) to understand where they are storing your personal data and if it is being transferred to another country.

If you have questions about this notice or want to report a concern relating to your personal data, please contact our Data Protection Officer:

Contact: Ellie Blore

Address: Best Companies, Hamilton House, Rackery Lane, Llay, Wrexham, Wales, UK
Email: Privacy@b.co.uk

4.0 Why we have your personal data

We have received your personal data from you in applying for a job directly with us or through a third party e.g. a recruitment agency or job board. We will only request the information that is necessary for our recruitment process and in line with this privacy notice.

The personal data we will request is:

- Your Name
- Contact details (Email address, and phone)
- Job Title
- CV and Cover letter ¹
- Health data ²
- Financial data³

¹ The CV and Cover letter provided will contain personal data you have chosen to provide us; or what a third party (at your direction) has selected to share with us.

² We may collect health data where you choose to disclose for example, onsite interviews for accessibility purposes, allergens or for us to make reasonable adjustment.

³ Financial data e.g. salary/ expectation

We may create personal data whilst making an assessment for a role and following interview suitability. Depending on the success of your application, processing may include all or some of the following categories of personal data:

Please note that any lists of examples in this Privacy Notice are not exhaustive.

- Personal information: Such as any previously used name; address; residence and contact information; personal phone numbers; date of birth; right to work verification; visa information; marital status; next of kin; dependents; gender; images including CCTV; and other data collection permitted or required by UK law.
- Company-related information: Such as employment background and details; job title; role; function and grade; employer; work location/s; hire and termination dates; employee number; previous supervisor or manager.
- Compensation information: Such as salary; statutory or contractual benefits; and other compensation.
- Payroll information: Such as tax information; court orders; holiday; time off and absence information; National Insurance Number, other national identification numbers; and bank account details.
- Background information: Right to work in the UK; identity verification, education, training and qualification background; referencing; and other background information commonly used for security screenings, where applicable.
- Assessments: These will be requested as part of the interview process, all applicants in final stages are required to complete the [CliftonStrengths Assessment](#); Technical Assessment and/or peer assessment (Role dependant).

Background Checks

Successful candidates will be asked to provide consent for the following checks to be completed.

All successful candidates:

- 2x References
 - Current employer or last employer or education setting, if not currently employed or first employment
- Employment Credit Check
 - includes check for current and previous addresses, electoral roll data, bankruptcies, Individual Voluntary Arrangements (IVAs), sequestrations and trust deeds (insolvency data), and County Court Judgments (CCJs). This check will not affect your credit score.
- Basic Disclosure and Barring Service (DBS) Check
 - this shows unspent convictions and conditional cautions

Senior/ Director Positions

- Companies House Search
 - check for previous directorships and disqualifications

These checks provide us with the information to make informed hiring decisions whilst assuring our clients in regulated/ sensitive sectors that we recognise that there is a higher level of risk. The Senior/ Director checks are conducted to ensure the applicant is legally eligible to hold the position and has a suitable background for the role.

5.0 Equal Opportunities Employer

As an equal opportunities employer, we are committed to hiring and treating all employees equally, without discrimination based on race, gender, ethnicity, religion, or disability. At Best Companies, we recognise the importance of providing opportunities to all individuals, including those with past convictions. We believe that everyone deserves a chance to rebuild their lives and contribute positively to society.

Whilst we do consider credit history and unspent convictions in our hiring decisions, we will ensure that the decision is fair and relevant to the job role. We will also comply with data protection laws and inform a candidate if credit history or the result of a found unspent conviction impacts their application.

Our company policy on employing ex-offenders is available on request.

6.0 Legal basis for processing

We will only process your personal data to the extent:

- Processing is necessary for the performance of a contract (e.g. performance of your employment contract, including steps prior to entering into such a contract); or
- Processing is necessary for compliance with a legal or statutory obligation; or
- Processing is necessary for the purposes of the legitimate interests pursued by us or by the third party or parties to whom your personal data is disclosed, except where such interests

are overridden by your interests of protecting your fundamental rights and freedoms.

- In very limited circumstances, we may also ask for your consent to process your personal data.

7.0 Security and Individual Rights

Best Companies will protect your data rights in line with the Data Protection Act 2018 in the United Kingdom and the General Data Protection Regulation (GDPR) as it is incorporated in the UK. Best Companies will ensure that your personal data is:

- Accurate, up to date, safe and secure;
- collected and processed fairly;
- protected against any unauthorised or illegal access by internal or external parties;

We will retain your application whilst it is active; where the role remains open, we may retain the minimum information to ensure we do not process a duplicate application. Personal data will be deleted when we cease recruiting for the role.

Your rights under GDPR include:

- The right to be informed
- The right of access
- The right to accuracy (rectification)
- The right to erasure
- The right to restrict processing
- The right to portability
- The right to object
- The right in relation to automated decision making and profiling

These rights are a right to request, Best Companies will consider each individual request we receive and consider if we are able to action. Where we are unable to complete your request in full, we will let you know why. Individual rights must be completed within a month of the request, we will contact you if there is a valid reason to extend.

We are regulated by the Information Commissioners Office (ICO). Should you not receive a satisfactory response from us, you have the right to refer your complaint to the Information Commissioner's Office.

For contact details please visit: www.ico.gov.uk or:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

8.0 Documentation History

This privacy notice will be monitored for effectiveness by the Document Owner and they will carry out periodic reviews as required.