

Stanley Enterprise is committed to protecting the privacy and security of your personal information. Stanley Enterprise encompasses any applications submitted to Knowsley Hall, Knowsley Safari, any Private positions and Stanley Estate and Stud Company.

As part of our recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data in order to meet our data protection obligations.

What information does Stanley Enterprise collect?

In connection with your application for work with us, we collect a range of information about you. 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 Stanley Enterprise needs to make reasonable adjustments during the recruitment process;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record;
- any information you provide us in your application form, covering letter and/or curriculum vitae; and
- any information you provide us during the interview process.

Stanley Enterprise collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from 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 references supplied by former employers and information from criminal records checks. We will seek information from third parties only once a job offer to you has been made and we 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 in other IT systems (including email).

Why does Stanley Enterprise process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

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

We have 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.

Where Stanley Enterprise relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of job applicants, employees or workers and has concluded that they are not.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment/comply with a regulatory requirement to establish whether or not an individual has committed an unlawful act or been involved in dishonesty or other improper conduct.

If your application is unsuccessful, Stanley Enterprise will keep your personal data on file for 6 months, following which your application will be securely destroyed. In the case there are future employment opportunities for which you may be suited, Stanley Enterprise will ask for your consent before it retains your data for this purpose for a fixed period. You are free to withdraw your consent at any time by contacting the HR department at recruitment@knowsley.com.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Stanley Enterprise will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

For some roles, it is necessary that the CV and / or application form which the successful applicant shared with us to apply for the role is shared with our selected recruitment agency. This is because the role is not directly through Stanley Enterprise and so the recruitment agency will need the personal information of the successful applicant in order to process certain data before entering into a contract and to ensure that they are complying with their legal obligations. You will be notified of any role that this applies to in the application form for these roles and will need to give your consent to your information being shared in this way before your application can be taken any further.

Stanley Enterprise will not transfer your data outside the European Economic Area.

How does Stanley Enterprise 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. All documentation which is held electronically has restricted access to ensure only those employees that should be able to access such information are able to do so.

For how long does Stanley Enterprise keep data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. Following this period, your data is deleted or destroyed. The organisation will seek your consent for your data to be kept for the purpose of consideration for future employment opportunities for which you may be suited for a defined period. At the end of that period, or once you withdraw your consent, 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 personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

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

- access and obtain a copy of your data on request;
- require Stanley Enterprise to change incorrect or incomplete data;
- require Stanley Enterprise 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 Stanley Enterprise is relying on its legitimate interests as the legal ground for processing; and
- ask Stanley Enterprise to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override Stanley Enterprise's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Human Resources department at recruitment@knowsley.com.

If you believe that Stanley Enterprise 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 us 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. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.