

PRIVACY NOTICE

RECRUITMENT

Overview

In light of the introduction of General Data Protection Regulation (GDPR) from 25 May 2018, organizations within the European Union are required to make available to you some information on the collection and processing of your personal data by the iBus Media.

This privacy notice contains information relating to our recruitment process including applications, shortlisting and assessments.

What data do we collect?

In order to assess your suitability for the role you have applied for, we will require certain pieces of information and as part of your application this will include requiring your name and contact details in addition to your employment history, qualifications and referee information.

In progressing through the selection process notes will be made following interviews and any testing of your skills that is required.

All of this information will be entered into and stored on our online recruitment system which is managed by People Apps Limited, who are our third-party data processor for recruitment. The people who have access to the system are members of our HR Team and later in the process (following initial screening), hiring managers.

The lawful basis for this processing is Article 6(1)(b) – necessary for the performance of a contract.

Why and how do we use it?

We use the information you have provided relating to your employment history, skills and qualifications to match what you hold to our role requirements and identify whether you should be shortlisted to go further in the process. We will use your contact information to ask you to compete in further assessment which could take the form of an online test, attending an assessment center or traditional phone or face to face interview. Or a combination of all.

How do we keep it secure and who do we share it with?

Within our own systems we have restricted access to data held so only those who need to use it can view it, so this means only our HR Team and post screening, the hiring managers. In terms of external providers, we have assessed their compliance with the data protection regulations to ensure they apply an equal standard of security.

In some cases, we must provide personal data to our auditors as part of compliance with SOX and COSO regarding our hiring policy and practices. We belong to Stars Group and currently our auditing is carried out by Deloitte.

As a global business, your data may also be transferred across the group. We ensure that the countries we share data with have the data protection adequacy provision as defined by the European Commission. Where we use data processors outside of Europe, we ensure they are covered by the same adequacy provision and where they do not we will employ model contract clauses to cover this protection.

Third Party Providers

Throughout our recruitment process we engage with third party providers who process some personal data. We have taken steps to ensure these suppliers are compliant with GDPR and they have the relevant safeguards in place to protect your personal data.

Our recruitment system is provided by People Apps Limited. Here is a link to their privacy policy:- <https://www.peoplehr.com/privacy.html>

We do not share your information with any other parties aside from those listed above during the recruitment process. We do not contact anyone and disclose your application unless you have given us permission to do so. Where you have provided referee information, we will only contact these people once you are successful in securing an offer and have accepted.

How long do we keep it for?

If you are successful in securing a role with the iBus Media, we will keep the information you have provided during the application process for the whole period of your employment and for 6 months post-employment.

If you are unsuccessful in securing a position with us, regardless of how far along the selection process you progressed, we will retain your data for 6 months post the end of the recruitment campaign for the role that you applied for. In order to remain part of our talent pool for consideration for future vacancies, we can keep your data for a further 6 months, so 12 months in total. At the time you make your application, you will be asked whether you would like us to retain your details for this extended period. Your answer to this question will have no bearing on your application.

Your rights

You have certain rights under the GDPR regarding being informed of and having access to your data:-

- To be informed
- Access your data
- Rectification of any inaccurate data
- Erasure

Restrict processing
Data portability
Object

It will depend on the lawful basis for the gathering of the category of personal data as to which rights apply and the right is not necessarily absolute and depends on the circumstances.

Full details on rights and under what circumstances they apply can be found in your Information Commissioners' guidance documents: -

LT

State Protection Inspectorate
<https://www.ada.lt/go.php/lit/Eng>
A. Juozapaviciaus str. 6, Vilnius
Tel. (8 5) 271 2804, 279 1445
Email address: ada@ada.lt

Spain

Data Protection Spain Agency /
Agencia Española de Protección de Datos
<https://www.aepd.es/>
C/ Jorge Juan, 6
28001-Madrid

Israel

Ministry of Justice
Privacy Protection Authority
https://www.gov.il/en/Departments/the_privacy_protection_authority
Tel Aviv Government Complex,
P.O. BOX 7360, Tel-Aviv 6107202
Email address: ppa@justice.gov.il

UK

Information Commissioner's Office
<https://ico.org.uk/>
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Isle of Man

Isle of Man Information Commissioner
<https://www.inforights.im/>
Prospect House
Prospect Hill
Douglas
IM1 IET