

Pobl Group– Privacy Information Notice

Your privacy is important to us. This information notice explains what personal data we collect from you and how we use it. Please read the summaries below and, if you'd then like more information, contact us.

About Us

Pobl Group Ltd

Exchange House

Newport

Gwent

NP20 1AA

Tel: 01633 679911

Our Data Protection Officer is Gillian Owen and you can contact her at gillian.owen@poblgroup.co.uk

Why do we process your personal information?

We process your personal information, including any special categories of personal information, in connection with your interest in working for Pobl Group Ltd. We process this information either because it's necessary for us to do so in order to provide you with recruitment services for example to provide you with information and contact you about Pobl Group opportunities and any job applications that you might make or because there are laws that allow us, or require us, to process it.

If you didn't give us this information, we wouldn't be able to provide you with recruitment services.

Sometimes we process your personal information because, as a business, we have a legitimate interest in doing so. We only do this, though, when we're confident that you would reasonably expect us to do so, for example, when you apply for a job with Pobl Group.

In some instances we may require your consent in order to process your personal information. If we do, we will make this clear to you and will not process your information unless you consent to us doing so. You will then be given the option to withdraw your consent at any time.

What personal information do we process and where do we get it from?

Most of the personal information that we process is information that you've given us about you and your interests in applying for a position with Pobl. This includes things like your name, address, telephone numbers, date of birth, national insurance number and gender. We also process special categories of personal information such as your race or ethnic origin, religion, and or orientation but will only do this where there is a lawful basis for us to do so, for example, where you have consented to us processing your information, or where we need to process your information in order to protect your vital interests, or where there are laws that allow us, or require us, to do so.

Who do we share your personal information with?

In order to manage your application with Pobl Group, we sometimes share your personal information with other organisations. Pobl Group will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records check. Pobl Group will seek information from third parties only once a job offer is made to you and we only do this, though, if you consent for us to do so, or where there are laws that allow us to do so, or if it's necessary for us to do so in order for us to manage your recruitment application.

Do we ever transfer your personal information outside of the European Economic Area?

Much of the personal information that we process at Pobl is held electronically and some maybe on paper, and most of this is held in our main offices at Newport and Swansea. Some of our document systems store the information across various Pobl schemes and sometimes off-site and, when they do, we work closely with the software providers to make sure that the information is stored in accordance with the requirements of the General Data Protection Regulation (GDPR).

Where any information is stored in data centres outside of the European Economic Area, we have checked that there are adequate data protection arrangements in place.

How long do we hold your personal information for?

If your application for employment is unsuccessful, Pobl Group Ltd will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow Pobl Group Ltd to keep your personal data on file, we will hold your data on file for a further 6 months for consideration for future employment opportunities. If we have to hold your personal information for longer than this, for example, on some of our computer systems, we'll look to anonymise it.

What rights do you have?

You have a number of rights under the General Data Protection Regulation (GDPR).

You have the right to access the personal information that we process about you and, if you believe that the personal information is incorrect or incomplete, to have it corrected or deleted. You have the right, in certain circumstances, to block the processing of your data and the right to object to some types of processing. You also have the right to lodge a complaint to a supervisory authority - the Information Commissioner's Office for the UK.

For more information on individual's rights, you may wish to visit the Information Commissioner's website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>