

Privacy Notice for Applicants

Brighton and Hove Bus & Coach Company Ltd is committed to protecting the privacy and security of your personal information.

We collect personal information about you through the application and recruitment process, either directly from you or sometimes from an employment agency. We collect the information requested on the application form, your CV and whilst making arrangements for interviews and other communications. We may also collect additional information from third parties including former employers and other background check agencies.

We collect and use this data so that we can:

- Assess your suitability to work for us, carry out the recruitment process (this is taking steps to potentially enter a contract of employment)
- Our legitimate interests, to run our business
- And sometimes as we are legally required to collect some information, for example asking for a copy of ID documentation.

If we collect sensitive personal data, we will provide further information about why it is requested. Sensitive information requested to ensure we are providing equal opportunities and this is held separately and does not form part of the decision-making process for recruitment.

If you are unsuccessful the personal information you have provided in the application process will be held on our system for a maximum 12 months. If your application is via an agent, we may need to keep the information for a longer period. If you join us we will collect additional personal information in the course of job-related activities throughout the period of you working for us.

We make take up references following an offer of employment and make additional checks regards the CV provided. If the job role you have applied for requirements additional information, such as evidence of qualifications, checking of driving licenses and similar you will be advised during the interview process.

If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able process an application or continue with an interview process – for example we are required to ask for some details regards your identity and right to work in the UK.

Information about criminal convictions

We may only use information relating to criminal convictions where the law allows us to do so. We will only collect information about criminal convictions if it is appropriate given the nature of the role for example carrying out a DVLA check for a driver, and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process via the Disclosure and Barring Service (DBS) or we may be notified of such information directly by you in the course of you working for us.

Data we share

We may have to share your data with third parties, including third-party service providers and Go Ahead Group or its subsidiaries. This is because some HR functions and IT functions are managed jointly and some of these functions are also outsourced.

Transferring information outside the EU

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Data security

We have put in place measures to protect the security of your information. Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure

Your rights

To the personal data we hold about you

You can ask the Data Protection Manager(s) for a copy of your personal data and other information about why we process it. This is free and can be provided electronically if requested. Note we may not be able to disclose information to you that contains personal data about someone else.

We may refuse a request or charge a fee where a request is manifestly unfounded or excessive or a copy has already been provided.

You also have rights in relation to rectification, restriction, deletion, objection, portability and automated decision making. Please ask if you require more information about these or contact the Data Protection Manager(s).

If we do not take the action requested, or don't respond at all within a month, you can lodge a complaint with the Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF <https://ico.org.uk/global/contact-us/> and seek a judicial remedy.

The data controller is Brighton and Hove Bus & Coach Company Ltd, 43 Conway Street, Hove, East Sussex, BN3 3IT.

If you have any queries or concerns about how we manage your personal information you can contact our Data Protection Manager(s) at the above address or by email to DPM@buses.co.uk.