

## PRIVACY NOTICE: JOB APPLICANT

### Data controller

OpTek Limited  
Trading as OpTek Systems  
Unit 1 and 2  
Foxcombe Court  
Wyndyke Furlong  
Abingdon  
OX14 1DZ

**Data protection manager:** Steve Tyler ([steve.tyler@opteksystems.com](mailto:steve.tyler@opteksystems.com))

As part of any recruitment process, OpTek Systems collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

### What information do we collect?

OpTek collects 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 we need to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

We may collect this information in a variety of ways. For example, data might be contained in CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

OpTek may also collect personal data about you from third parties, such as references supplied by former employers and information from employment background check providers. We will seek information from third parties only with your express permission.

Data will be stored in a range of different places, including in HR management systems and on other IT systems (including email).

### Why does OpTek Systems process personal data?

We need to process data as part of the application process. We will also need to process your data to enter into a contract if we offer you employment.

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

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OpTek has 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. We may also need to process data from job applicants to respond to and defend against legal claims.

We may collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. OpTek processes such information to carry out its obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied, unless you have given express consent to OpTek to contact you about an alternative position within the company for which you might be suitable.

### **Who has access to data?**

Your information may be shared for the purposes of the recruitment exercise with the following, if access to the data is necessary for the performance of their roles:

- HR;
- interviewers involved in the recruitment process;
- managers in the business area for which you may be considered;
- referees you provide;
- your nominated external recruitment consultant, if applicable.

OpTek will not normally share your data with third parties, apart from those explicitly stated above. However, we may be required to share your data with government agencies such as the Home Office and / or with other similar organisations where there is a legal requirement to do so.

We will not normally transfer your data outside the United Kingdom. Your details will be stored on our HR database which is accessible to a small HR team based at our parent company's head office in Farmington Hills, Michigan, USA. We have an intra-company agreement in place, the purpose of which is to ensure any data is processed in accordance with GDPR.

### **How does OpTek protect data?**

We take the security of your data seriously. We have internal policies and controls in place to protect your data so that it is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For how long does OpTek 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. At the end of that period, your data will be destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR 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.

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## Your rights

As a data subject, you have a number of rights:

- The right to make a subject access request. This enables you to receive certain information about how we use your data, as well as to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- The right to request that we correct incomplete or inaccurate personal data that we hold about you.
- The right to request that we delete or remove personal data that we hold about you where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- The right to object to our processing your personal data where we are relying on our legitimate interest (or those of a third party), where we cannot show a compelling reason to continue the processing.
- The right to request that we restrict our processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- The right to withdraw your consent to us using your personal data. As described above, we do not normally rely on your consent as the legal ground for using your personal data. However, if we are relying on your consent as the legal ground for using any of your personal data and you withdraw your consent, you also have the right to request that we delete or remove that data, if we do not have another good reason to continue using it.
- The right to request that we transfer your personal data to another party, in respect of data that you have provided where our legal ground for using the data is that it is necessary for the performance of a contract or that you have consented to us using it (this is known as the right to 'data portability').

If you would like to exercise any of these rights, please contact Catherine Russell, Administrator, by emailing [catherine.russell@opteksystems.com](mailto:catherine.russell@opteksystems.com)

If you believe that OpTek Systems has not complied with your data protection rights, you can complain to the Information Commissioner. However, we would appreciate the opportunity to deal with your complaint first.

## 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.

## Automated decision-making

Our recruitment processes are not based on automated decision-making.

## Status of this applicant privacy notice

This privacy notice replaces any versions previously issued.

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