

Join our team



Job Applicant Privacy Notice

Data controller: Robert Howell, Director, Aramar Solutions

Data compliance officer: Kimberley Williams, People and Culture Partner, Aramar Solutions

As part of any recruitment process, Aramar collects and processes personal data relating to job applicants. Aramar is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does Aramar collect?

Aramar 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 the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

Aramar 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 assessment.

In some cases, Aramar collects personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law. Aramar will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so

Data will be stored in a range of different places, including on your application record, our HR management systems, and in our IT systems (including the company's email system).

Why does Aramar process personal data?

Aramar needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

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

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Aramar 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 Aramar to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Aramar may also need to process data from job applicants to respond to and defend against legal claims.

Where Aramar 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 employees or workers and has concluded that they are not.

Aramar processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where Aramar processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, Aramar is obliged to seek information about criminal convictions and offences. Where the company seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Aramar will keep your personal data on file in case there are future employment opportunities for which you may be suited and will ask for your consent before keeping your data for this purpose. You are free to withdraw your consent at any time.

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.

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

Aramar will not transfer your data outside the European Economic Area.

How does Aramar protect data?

Aramar takes the security of your data seriously. It has 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.

For how long does Aramar keep data?

If your application for employment is unsuccessful, Aramar will hold your data on file until the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisation will hold your data on file for a maximum of twelve months for consideration for future employment opportunities. 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 record 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 the company to change incorrect or incomplete data;
- require the company 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 the company is relying on its legitimate interests as the legal ground for processing; and
- ask the company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the company's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the People and Culture Partner in the first instance. You can make a subject access request by completing the company's "form for making a subject access request."

If you believe that Aramar 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 Aramar 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.

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.