

Recruitment Privacy Notice

Last Update 28 January 2019

This privacy notice has been compiled to help you understand why we ask you for your personal information when you apply for work with IDP Connect (Hotcourses Ltd) and how we will store and use this information.

Keeping your information safe and private is very important to us. Our processes are designed with privacy and security in mind.

Hotcourses Ltd is the principle company and the Data Controller in the Hotcourses Group of companies comprising Hotcourses Data Ltd, Complete University Guide Ltd, Hotcourses India PVT Ltd, Hotcourses Pty Ltd (Australia) and Hotcourses Inc (USA)

Who is this privacy notice for?

This privacy notice is for individuals applying to IDP Connect for either paid employment, internships, or work experience.

What information do we collect?

As part of the recruitment process, we may collect the following personal and sensitive information from applicants:

- Name
- Contact details
- Address
- CVs (including previous employment, education, and referees)
- Covering letters
- Equality monitoring data (gender, age, race, ethnicity)

If an applicant proceeds in the selection process additional information may be held, including

- Interview notes
- Personal Profile Assessments
- Test results
- Evidence of Right to Work in the UK

How do we collect this information?

We collect information when you apply for one of our vacancies which may be through one or any of the following channels:

- Via our IDP Connect Website

- Via online job advertisements
- Via third party recruitment agents and personal profiling assessments and tests supplier
- Existing employee referrals

We request a CV and in some cases a covering letter as the minimum information required to submit an application.

If you are invited to an interview, the interviewer(s) will make notes on your responses.

As part of the recruitment process we may ask you to take a Personal Profile Assessment. This assessment is a set of online questions to measure your response to a number of scenarios. This produces an automated report which is shared amongst the hiring team. The results from the assessment are reviewed by the hiring team and used as a basis for interview questions. At no point are the automated results used to select or reject candidates directly.

Why do we collect this information?

In order for us to fulfil our mission, we want to make sure that the most able and qualified candidates are employed by the company. We have an established recruitment process to help achieve this. Part of this process involves the collection, storage, and processing of personal and sensitive data supplied by applicants.

Some of the specific reasons we request personal information are:

- To assess the CV and application data against the job advertised and keep during the recruitment process
- To be able to contact applicants
- To be able to judge all applications fairly
- To relook at applications should the person offered the position decline
- To provide audit information for the UKVI when part of a Resident Market Labour Test

How do we store your data?

The data supplied by applicants is stored on a secure location on our internal network. It is accessible only to the Human Resources Team and the relevant hiring managers.

During the interview process some information is made available to the interviewer(s) in paper format. Once processed, these documents are shredded.

Your data is not stored outside EU.

Data sharing

Data supplied by applicants is only accessible to the following people within the company

- The UK HR Department
- The UK recruiting manager

- The UK recruiting manager's manager

In the event the manager concerned is working in another country we will make this clear in our recruitment advert that your details will be passed to this country.

How long will you keep my information for?

We keep all applications for a period of 4 months after the end of the recruitment project and then delete all applications from our computer system. We do this to enable us to go back to the applications should we have to consider the fairness of process.

We delete any profile or test data stored on our third party's system after 4 months.

We keep all applications when part of a Resident Market Labour Test, for a period of 1 year after the recruited candidate's sponsorship ends.

Your rights

Reviewing and updating your data

You can update the information we store on your behalf by making a specific request to the Head of People Experience.

In line with the GDPR regulations, you have the following rights:

The right to be informed

You have the right to be informed why and how we collect your personal data, how we will use this information, who we share it with, what are the security measures we take to protect this information and what are your individual rights. We will publish this information in this Privacy Notice.

The right of access

You have the right to access the information we hold for you by logging to your online profile. If you need further information, you can make a Subject Access Request by contacting your company contact or the Head of People Experience.

The right to rectification

You have the right for inaccurate or incomplete data we hold to be updated. You can make a request to have your data updated either through your company contact or the Head of People Experience.

The right to erasure

You have the right to be forgotten at any point by contacting the Head of People Experience. At your request, we will remove all the data we have for you which we are not required legally to retain.

The right to restrict processing

You have the right to restrict processing when you have exercised one of the above right and it may take some time to process that request. For example: when you contact us to update your details you have the right to request restriction until your details are updated.

Right to withdraw consent

For the processing activities where we have asked you for consent, you have the right to withdraw this consent by contacting the Head of People Experience.

The right to object

You can object to the processing of your personal data at any point by contacting the Privacy Manager. There may be instances where we may not be able to fulfil those requests, but we will provide you with explanation when replying back to you.

Right to not be subject to automated decisions and profiling

None of our processing activities are purely automated. There are instances where we process data to analyse or predict behaviour but we will ask you for explicit consent when this processing will involve your personal data.

Right to data portability

If you have provided us with your personal data with consent or under the contact obligations, you have the right to request the data you have provided to us in a machine-readable format should you decide to move to another data controller.

Changes to the Recruitment Privacy Notice details

The date of the most recent version will appear on the top of the page. From time to time we may be updating this Privacy Notice, please review it each time you are to submit personal information.

Further questions

If you have any question regarding your personal data, please contact the Privacy Manager at the address below:

Privacy Manager
IDP Connect (Hotcourses Ltd)
First Floor, Bedford House, Fulham Green
69-79 Fulham High Street

privacy@idpconnect.com

If you feel we have been intrusive to your privacy or misused your data you have the right to complain to the ICO <https://ico.org.uk/make-a-complaint/>