

Simmons & Sons Privacy Policy - Job Applicants

Simmons & Sons is committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of UK data protection law, the data controller is Simmons & Sons.

Information we collect from you

We will collect and process the following data about you:

- **Information you give us.** This is information about you that you give us by filling in our application form via our website (our site) or by corresponding with us by phone, email or otherwise.
- **Information we collect about you.** With regard to each of your visits to our site we may automatically collect the following information:
 - Technical information including the Internet protocol (IP) address used to connect your computer to the internet; and
 - Information about your visit.

Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. For detailed information on the cookies we use and the purposes for which we use them see our cookie policy.

Uses made of the information

We use the information held about you in the following ways:

Information you give to us (via application form, CV and any accompanying correspondence), information we collect about you during the recruitment process (including taking copies of identification documents, any data from the use of selection tools to aid our decision-making) and information we receive from other sources during the recruitment process (e.g. employment agencies/referees).

We will use this information:

- to ensure we are complying with legal requirements such as:
 - carrying out checks in relation to your right to work in the UK and
 - making reasonable adjustments for disabled employees.
- to carry out activities which are in the legitimate interests of the Company such as:
 - making decisions about who to offer employment to and making employment offers
 - making decisions about salary and other benefits
 - assessing training needs
 - dealing with legal claims made against us

Our employment decisions are not made solely on automated decision-making.

Where we store your personal data

Data is stored in a variety of places including on the recruitment application record and in other IT systems such as email.

We will not transfer your data to countries outside the UK.

How long we keep your personal data

We only keep your personal data for as long as is necessary to fulfil the purposes for which we collected it. If you are unsuccessful in obtaining employment, your data will not be used for any reason other than in the ways explained in relation to the specific application you have made. Your data will be securely stored for a period of six months after which it will be deleted or destroyed.

We may seek your consent to retain your data in case other suitable job vacancies arise in the Company for which we think you may wish to apply. You are free to withhold your consent to this at any time and there will be no consequences for withholding consent. You can exercise this right by contacting us via careers@simmonsandsons.co.uk

If you are successful in obtaining employment, your data will be stored in accordance with our Employee Privacy Statement.

Your Rights

UK Data protections law gives you the right to access your personal information, to object to the use of your personal information for certain purposes, and the right to erase, restrict or received a machine-readable copy of your personal information. You can access any of these rights by contacting us at the address above.

We will comply with the law in responding to your requests. That means that there may be some legal reasons why we cannot comply with all requests.