



General Data Protection Regulation (GDPR) Privacy Notice for Candidates

DCS Group is committed to protecting and respecting your privacy. This notice sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us at all stages of the employee lifecycle. Please read the following carefully to understand our views and practices regarding your personal data and how we treat it.

The General Data Protection Regulation (GDPR), which came into effect in May 2018, replaced the Data Protection Act 1998. GDPR introduces more detailed rules to safeguard individuals' personal data. It covers all personal data. DCS will only hold and process your data if there is a clear purpose and legal basis for this storage.

Pre-employment

Data	Reason for storage
CVs and supporting information eg. certificates of qualifications	We would use the information submitted to us to make an assessment for your suitability for the role. We also use this information to create an offer letter and employment contract if your application is successful.
Application Forms and supporting information eg. certificates of qualifications	As above Please note that certain roles require you to declare whether you have ever been convicted of a criminal offence and if these are now spent. This enables us to assess your suitability for senior or some Finance roles.
Address & Contact details	We need your address to send you correspondence such as your contract if you are successful. Contact details enable us to contact you during the recruitment process if applicable.
Your passport or ID card	We require this to evidence your right to work in the UK.
CCTV	DCS Group has CCTV installed both externally and internally around all site locations, for the purpose of Health & Safety, workflow management and security. The Security team have access to this, and senior managers may access with approval from responsible individuals. Before any request is approved, the reason for the request will be carefully considered. Some CCTV cameras are equipped with sound recording capabilities. Recordings are securely retained for three months before automatic overwriting. In the event of an investigation, relevant footage may be saved as evidence.

Destruction of data

If your application is unsuccessful, we will securely store your data for a period of three years, after which it will be securely deleted. If you accept an offer of employment, your recruitment data will be transferred to your employee record in accordance with our Employee Privacy Notice.

Information provided to third parties

We may need to share your personal data with third parties, such as HMRC for tax purposes. We ensure that all third parties have appropriate data protection measures in place and only use your data for its intended purpose.

Who can see your data?

During the recruitment process, only authorised Recruitment and HR staff will access your personal data. Your CV and supporting documents may also be shared with the hiring manager for assessment purposes. All data is treated with strict confidentiality.

Your personal information is securely stored within the SAGE People system, which is password-protected with restricted access. Candidate documents are stored on a secure Teams drive with access limited to the Recruitment team. External auditors may occasionally review these documents to ensure DCS Group meets its legal obligations. Sensitive personal data is only shared with your explicit consent.

What are your rights?

1. **Right to Erasure:** You have the right to request the deletion of your personal data after the recruitment process. Data is automatically deleted after three years. To request earlier deletion, please contact recruitment@dcsgroup.com.
2. **Right to Complain:** If you believe your data is being handled improperly, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).
3. **Right to Access:** You may request access to your personal records at any time by contacting recruitment@dcsgroup.com. Please allow up to one calendar month for a response. A legitimate reason may be required.
4. **Right to Accuracy:** We strive to maintain accurate records. Please inform us of any changes to your personal information.

Contact

If you consider that any applicable data protection legislation or guidelines expressed within this privacy notice have not been followed by DCS Group, please contact our Head of HR at annabellemullard@dcsgroup.com. Any breach will be taken seriously. Questions, comments and requests relating to this statement are welcomed and should be addressed to annabellemullard@dcsgroup.com.

For the purpose of the Data Protection Act 1998 and the General Data Protection Regulations 2016, the data controller is DCS Group UK Ltd, Noral Way, Banbury, Oxfordshire, OX16 2AA.