



**Jersey Employment Trust (“JET”)
Candidate Data Protection Processing Statement**

This data protection processing statement explains:

- what information JET collects during its application and recruitment process;
- the relevant lawful processing condition for the use of that information;
- how JET uses that information; and
- for how long JET will retain your information.

The Controller is Employ Jersey (JET) Limited.

Types of information JET collects

This data protection processing statement covers the information you share with JET and/or which may be acquired or produced by JET during the application or recruitment process including:

- your name, address, email address, telephone number and other contact information;
- your resume or CV, cover letter, previous and/or relevant work experience or other experience, education or other information you provide to JET in support of an application and/or the application and recruitment process;
- any application form, recruitment monitoring form or details of any personality or psychometric testing required by JET;
- information from interviews and screenings you may have, if any;
- details of the type of employment you are currently enjoying or may be looking for, current and/or desired salary and other terms relating to compensation and benefits packages, or other job preferences;
- details of how you heard about the position you are applying for, including preferences from third party sources such as LinkedIn, Facebook, Instagram and/or Twitter;
- any special category, sensitive and/or demographic information (where applicable) obtained during the application or recruitment process such as age, gender, marital status, information about your citizenship and/or nationality, medical or health information and/or your racial or ethnic origin;
- reference information and/or information received from background or police checks (where applicable), including information provided by third parties;
- copies of any information provided by you to confirm your identity, (such as driving licence, or passport) and any emergency contact details; and/or
- information relating to any previous applications you may have made to JET and/or any previous employment history with JET.

Lawful Processing Condition

The processing of personal data throughout the recruitment process will be necessary for and as a result of steps taken by yourself with a view to entering into an employment contract with JET.

JET may also process your information for its legitimate interest, and where the lawful basis is our legitimate interest, in certain circumstances, you have the right to object to us processing your data on this basis. The only exception would be where there exists a legal obligation on JET to process your information.

How JET uses information it collects

Your information will be used by JET for the purposes of carrying out its application and recruitment process which includes:

- assessing your skills, qualifications and interests against JET's career opportunities;
- assessing your personality traits, (through psychometric testing) if required;
- verifying your information and carrying out reference checks and/or conducting background or police checks (where applicable) if you are offered a job;
- communications with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential career opportunities at JET;
- making improvements to JET's application and/or recruitment process including improving diversity in recruitment practices; or
- complying with applicable laws, regulations, legal processes or enforceable governmental requests.

Who may have access to your information

Primarily, JET will share your information with its officers and directors who are responsible for the recruitment process. JET may also share your information with anybody you used as a referee for your application. It is your responsibility to obtain consent from referees before providing their personal information to JET. In addition, JET may share your information in the following circumstances:

- your information may be shared with JET's affiliate organisations (meaning legal entities controlled by, controlling, or under common control with JET). If you have been referred for a job at JET by a current JET colleague or from anyone from JET's associated companies, JET may inform that colleague or business about the progress of your application;
- JET may also use service providers acting as data processors on JET's behalf to perform some of the services described above including for the purposes of shortlisting, verification and or background or police checks. If any third-party processes any of your data on JET's behalf, it will ensure that there are sufficient contractual and operational safeguards protecting your information. These service providers may be located outside of the Channel Islands but will normally be based in the UK or European Union;
- JET may sometimes be required to disclose your information to external third parties such as to local employment authorities, insurance companies, courts and tribunals, or regulatory bodies and/or law enforcement agencies for the purpose of complying with applicable laws and regulations, or in response to legal process; and
- in addition, JET may disclose your information to any prospective seller or buyer in relation to the purchase or sale of any business or assets.

All of your information will be considered confidential. JET will not use or disclose your information except as provided for in this statement or if disclosure is required to fulfil a legal obligation.

Retention of your information

JET will normally retain your information for the following periods:

- if unsuccessful for the role(s) you have applied for, 6 - 9 months after receipt of your initial application; or
- if interviewed for a post, 6 - 12 months from JET's last contact with you. Information retained for this period will include interview notes, interview questions and answers and any other relevant information supplied by you; or
- if you are offered and accept employment with JET, the information collected during the application and recruitment process will become part of your employment record. Full details of JET'S record management policy will be made available to you at that time.

Accuracy, Security and Your Rights

JET aims to ensure that it only processes accurate and up to date information, and it requires your assistance to do so, therefore if your information changes (for example you have found alternative employment) please let JET know.

JET has put in place appropriate security measures to prevent your information from being accidentally lost, used or accessed in an unauthorised way. In addition, JET limits access to your information to those colleagues, agents, contractors and other third parties who have a business need to know.

JET has put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where it is legally required to do so.

Under certain circumstances you have rights under the data protection law in relation to your information and if you want to exercise any of your rights listed below, please contact the responsible person for data protection on 01534 788900:

- right to request your personal data;
- request correction of your personal data;
- request erasure of your personal data;
- object to the processing of your personal data;
- request restriction of processing your personal data;
- request transfer of your personal data; or
- right to withdraw any consent.

Rights of Complaint

Any complaint should be referred to JET'S responsible person for data protection at **dataprotection@jet.co.je**. Alternatively, you may address a complaint to the Office of the Information Commissioner, 2nd floor, 5 Castle Street, St. Helier, Jersey, JE2 3BT.

By applying for a position with JET, you accept the terms of this data processing statement.