Candidate Privacy Notice

Burton Roofing Merchants Limited is committed to protecting your privacy and handling your personal information responsibly. This Candidate Privacy Notice explains how we collect, use, store and protect your personal information when you apply for a role with Burton Roofing Merchants Limited.

Who We Are -

Burton Roofing Merchants Limited is the data controller for the personal information you provide during the recruitment process. If you have any questions about this notice or how we process your personal data, please contact -

Email: hr@burtonroofing.co.uk
Post: Burton Roofing Merchants Limited, Block A, Clifton Park Avenue, York, North Yorkshire, YO30 5PB

What Information We Collect -

During the recruitment process we may collect and process:

Personal Information

- Name
- Home address
- Telephone number
- Email address
- Date of birth (where required for pre-employment checks)
- Nationality and right to work information (normally collected at the pre-employment stage)
- Driving licence details (where relevant to the role)

Recruitment Information

- CV and covering letter
- Employment history
- Qualifications and training
- Skills and experience
- Interview notes
- Assessment results
- References
- Salary expectations
- Availability to start work
- Information obtained through credit checks, where relevant to the role

Special Category Information

Where appropriate and permitted by law, we may collect:

- Health information, where reasonable adjustments are required during recruitment

How We Collect Your Information -

We collect information:

- Directly from you when you apply for a vacancy.
- Through recruitment agencies.
- Through job boards.
- From referees you have provided.
- From publicly available professional profiles, such as LinkedIn, where relevant.
- Through credit checks where appropriate.

Why We Use Your Information -

We process your personal information to:

- Assess your suitability for employment.
- Communicate with you about your application.
- Arrange interviews and assessments.
- Verify your qualifications and employment history.
- Carry out appropriate pre-employment checks, including credit checks where relevant to the role.
- Make an offer of employment.
- Comply with our legal obligations.
- Improve our recruitment processes.

Our Lawful Basis for Processing -

We process your personal information under one or more of the following lawful bases:

- Taking steps prior to entering into an employment contract.
- Compliance with legal obligations.
- Our legitimate interests in recruiting suitable employees.
- Your consent, where required.

Where we process special category data, we do so in accordance with UK GDPR and the Data Protection Act 2018 for employment purposes or with your explicit consent where applicable.

Who We Share Your Information With -

We may share your information with:

- Hiring managers.

- Members of the HR team.
- Recruitment agencies acting on our behalf.
- Occupational Health providers where appropriate.
- Credit reference agencies, where appropriate.
- Right to work verification providers.
- Relevant companies within the CUPA Group, where their involvement in the recruitment or approval process is required.
- Our IT, recruitment system and job-board providers.

We only share information where necessary, and appropriate safeguards are in place.

Where necessary, your information may be shared with CUPA Group companies, including colleagues in Spain, for recruitment or approval purposes. Any transfer outside the UK will be protected in accordance with UK data protection law, including through UK adequacy regulations or other appropriate safeguards.

You are not generally required to provide personal information. However, if you do not provide information needed to assess your application or meet our legal obligations, we may be unable to progress your application or offer you employment.

Automated Decision Making -

Indeed may indicate whether an application meets criteria specified for the role. This may assist our initial review, but all recruitment decisions are made by Burton Roofing Merchants Limited employees and are not based solely on automated processing.

How Long We Keep Your Information -

If you are successful, your recruitment records will become part of your employee personnel file.

If you are unsuccessful, we will normally retain your recruitment records for 12 months following the conclusion of the recruitment process. This allows us to respond to any queries and defend legal claims where necessary.

After this period, your information will be securely deleted or anonymised.

Keeping Your Information Secure -

We take appropriate technical and organisational measures to protect your personal information against unauthorised access, loss, misuse or disclosure. Only people who require access to your information for recruitment or approval purposes will be able to view it.

Your Rights -

Under UK data protection law you have the right to:

- Request access to your personal information.
- Request correction of inaccurate information.

- Request deletion of your information where appropriate.
- Request restriction of processing.
- Object to processing based on legitimate interests.
- Request transfer of your personal information where applicable.
- Withdraw consent where processing relies on consent.

Some of these rights are subject to legal exemptions.

Making a Complaint -

If you have concerns about how we have handled your personal information, please contact us first so that we can try to resolve the issue. You also have the right to complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: https://ico.org.uk
Telephone: 0303 123 1113

Changes to This Notice -

We may update this Candidate Privacy Notice from time to time. The latest version will be available from the HR team.