



Recruitment Data Policy

Softcat plc

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As part of any recruitment process, Softcat plc collects and processes personal data relating to job applicants. Softcat plc will ensure that the data collected will only be used for recruitment purposes. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

Softcat collects a range of information about you, which includes:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- Social and professional profiles
- information about your current level of remuneration, including benefit entitlements
- information about your entitlement to work in the UK

Softcat plc may collect this information in a variety of ways. For example, data might be contained in application forms/ CVs (linked from job boards), obtained from your passport or other identity documents (collected post offer stage), or collected through interviews or other forms of assessment. Please note, we use our sources lawfully.

We may also collect personal data about you from third parties, such as references supplied by previous employers. Please note, we will only seek this information post job offer and will make you aware before we do so.

Why does Softcat plc process personal data?

Softcat plc need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Softcat plc has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the business to manage the recruitment process, assessing a candidates' suitability for the role. Softcat plc may process special data, such as information on ethnic origin, religion or belief, source of hire, educational backgrounds etc. We may also need to process data from job applicants to respond to and defend against legal claims.

If your application is unsuccessful, Softcat plc may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Where do we store data and who has access to it?

Your data will be stored in a variety of ways, including; IT Systems (including email), excel spreadsheets, Applicant Tracking System. When you accept an offer, your information will then be stored in our HR Management system.

Your information may be shared internally for the purposes of recruitment. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of

their roles. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with previous employers to obtain references for you, employment background check providers to obtain necessary background checks.

How does Softcat plc protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Here is a link to our privacy policy for more information: <https://www.softcat.com/privacy-policy/>

For how long does Softcat plc keep data?

If your application is unsuccessful, the organisation will hold your data on file for 24 (twenty four) months from the date of your application. By consenting to this, you are allowing us to use the information to accurately report on key recruitment metrics and to contact you for consideration for future employment opportunities.

At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic) and retained during your employment.

What are your rights as a data subject?

- To be forgotten
- To rectify (amend) or access data
- Restrict processing
- Withdraw consent
- Kept informed about the processing of your data

If you would like to exercise any of these rights, please contact the Recruitment Team at recruitmentteam@softcat.com. If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Softcat plc during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.