
PRIVACY POLICY FOR ASPIRING EMPLOYEES

If you are thinking of joining the team at The Deluxe Group, we thought that you should know how we collect and use your personal data.

The Deluxe Group is strongly committed to protecting personal data. Personal data is any information relating to an identified or identifiable living person. You will be supplying us with personal data whether you apply directly to The Deluxe Group, via an Employment Agency, or through a web site such as NIJOBS.com.

The collection and processing of personal data about aspiring employees will typically include name, address, education, current and previous business experience, organizations and job titles, plus phone numbers, email and other details. Personal data supplied by aspiring employees is dealt with on a strict “need to know basis”. Information in paper format is kept in a locked cabinet, while electronic files are stored using document management software with restricted access. Such data will only be visible to, and used by, Human Resources and senior management who are directly involved in the recruitment process.

In order to meet our Fair Employment obligations, all applicants are invited to complete a monitoring form. This does not form part of the recruitment process and should the applicant complete the form, the data is not shared with those involved in the recruitment process.

We will not share personal data from aspiring employees with any third parties, other than those who have named as references.

All personal data from aspiring employees is stored at our offices in Portadown and will not be sent elsewhere. We do not make use of cloud storage.

We do not want to retain your personal data any longer than we have to. If you are successful in your application, your data will form part of your employment record and be retained by the company. If you are not successful on this occasion, we will retain your details for a period of 18 months in case another appropriate position should arise.

Security of Personal Data

We take the security of all the data we hold very seriously. We have a framework of policies, procedures and training in place covering data protection, confidentiality and security and regularly review the appropriateness of the measures we have in place to keep the data we hold secure.

When and how we share personal data and locations of processing

We have set out above the situations where we may share personal data with third parties. When we share data with others, we put contractual arrangements and security

mechanisms in place to protect the data and to comply with our data protection, confidentiality and security standards.

We will not transfer any personal data outside the EU.

We do not store information in the Cloud.

Changes to this privacy statement

Transparency is an ongoing responsibility so we will review this policy on an ongoing basis. The policy was last updated in May 2018.

Data controller and contact information

Deluxe Art & Theme Limited, trading as The Deluxe Group, is the Data Controller. Deluxe Art & Theme Limited is a UK company, Registration No NI042943. The Registered Office is 1 Mahon Industrial Estate, Portadown, Co. Armagh BT62 3EH.

If you have any questions about this privacy statement or how and why we process personal data, please contact the HR Department at the above address, or by telephone on 028 3833 0468, or email reception@thedeluxegroup.com.

Individuals' rights and how to exercise them

Individuals have certain rights over personal data and data controllers are responsible for fulfilling these rights. Where we decide how and why personal data is processed, we are a data controller. Further information about the rights that individuals have and how to exercise them are set out below.

Access to personal data

You have a right of access to personal data held by us as a data controller. This right may be exercised by email at reception@thedeluxegroup.com, but we may charge for an access request where this is allowed. We will aim to respond promptly to any information requests, and in any event within the legally required time limits.

Amendment of personal data

To update personal data submitted to us, you may email us at reception@thedeluxegroup.com.

When practically possible, once we are informed that any personal data processed by us is no longer accurate, we will make appropriate corrections.

Withdrawal of consent

Where processing personal data is based on consent, individuals have a right to withdraw consent at any time. We do not generally process personal data based on consent as we can usually rely on another legal basis. To withdraw consent to our processing of your personal data please email us at reception@thedeluxegroup.com.

Other data subject rights

This privacy statement is intended to provide information about what personal data we collect about you and how we use it. Individuals may have other rights in relation to the personal data we hold, such as a right to be forgotten, to restrict or object to our processing of personal data and the right to data portability. Some of these rights will only be available from 25 May 2018.

If you wish to exercise any of these rights, please send an email to reception@thedeluxegroup.com.

Complaints

To complain about our use of personal data, please send an email with the details of your complaint to reception@thedeluxegroup.com.

You also have the right to lodge a complaint with the Information Commissioner's Office. For further information on your rights and how to complain to the ICO, please refer to the [ICO website](#).