Recruitment Privacy Policy

Sollers Consulting Information Technology Ltd.

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12.06.2023

Sollers Consulting Information Technology Ltd. - Recruitment Privacy Policy

Introduction

At Sollers Consulting Information Technology Limited, we are strongly committed to protecting personal data and keeping everyone informed, in an open, transparent way. By reading this Privacy Policy you will learn the details on the collection and use of your personal data as well as what your individual rights are.

What is personal data

Personal data is any information relating to an identified or identifiable living person.

What personal data we will collect

In accordance with UK data protection law and the GDPR regulations, when you apply for a job, Sollers Consulting Information Technology Ltd. may ask you to provide certain personal data such as your :

- first name(s) and surname

- date of birth

- contact details

- education

- professional qualifications

- record of employment.

If you wish to provide us with a CV that contains additional personal data, you may do so. We will treat your clicking of the “apply” button as your explicit consent to process also personal data.

You are not (!) obligated to provide us with additional personal data, your consent is voluntary. If you do not wish to grant consent in relation to your additional personal data, please do not include it in the CV you upload.

Legal grounds for processing your personal data are:

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- Your explicit consent

- Our legitimate interest in attracting, identifying, and sourcing talent

- Our legitimate interest to process and manage your application for roles at Sollers, including the screening and selection

- Our legitimate interest to hire and onboard candidates by making an offer to successful candidates, and carrying out pre-employment screening checks

- Our legitimate interest to manage our career websites (including conducting statistical analyses)

- Compliance with a legal or regulatory obligation (when carrying out background checks to warrant a candidate is eligible to work).

Purposes of processing

Personal Data you provide in the application form, your CV and any other documents that you choose to share with us will be used to assess your candidate profile, skills and whether you are suitable for the position you are applying for.

In case you have given us a separate, specific consent, we will use your data to send you recruitment-related newsletters and job offers that match your profile.

Data retention

If you accept an employment offer made by us, any relevant personal data collected during your recruitment period will become part of your personnel records and will be retained in accordance with the binding law.

If we do not become your employer, we will only store your data for the period that we, in good faith, believe we are required by law to preserve it (for example, in connection with any anticipated litigation).

If you choose to join a recruiting program, or one of our recruitment-related events we may store your personal data to consider you for future employment opportunities if you give us a specific, separate consent for that.

We conduct regular data-cleansing and updating exercises to make sure the information we have is relevant, accurate and we do not store your data without having a valid reason for doing so.

Security. Sharing Personal Data and processing locations

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The personal data that you choose to share with us, may be processed by:

- Our recruitment teams
- Our hiring managers
- Our payroll teams
- Our system administrators

We have a framework of procedures and trainings aimed at keeping your personal data safe and ensuring security and confidentiality. These are regularly reviewed to assess the appropriateness of the measures we have in place to keep the data we hold secure.

We only share personal data with others when we are legally permitted to do so, putting in place security mechanisms and contracts to comply with our security, confidentiality and data protection standards and policies.

Your Data may also be processed by:

Other Sollers Consulting Companies if this proves to be needed during the recruitment process.

Our sub-contractors (including head-hunters) that we collaborate with, if this proves to be needed during the recruitment process.

Third parties as required by law It may happen that we will need to share personal information with e.g. law enforcement bodies or governmental agencies in order to be compliant with the applicable law.

Coderbyte Enterprise Inc, 434 Washington Street, Carlstadt, NJ 07072, USA - if you're applying for an IT-related position, you will be required to take a test. Your results will be processed by Coderbyte.

Transfer between Sollers Consulting Information Technology Limited, other Sollers Consulting Companies (see Appendix to GDPR policies) and the entities listed above is based on relevant adequacy decisions between United Kingdom and European Union.

Exercising individual rights

When their data is processed, individuals have certain rights. Data controllers and processors are responsible for guaranteeing these rights. Please find below a list of rights that you have and how to exercise them in regards to us, the Data Controller:

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Access to personal data

You have the right of access to your personal data held by us as a data controller. If you want to exercise it and ask us what personal data we are processing, send us an e-mail to data.protection@sollers.eu. We will respond to your request as promptly as possible, within the legally required time limits.

Withdrawal of consent

In general, we do not process data based on consent. This is because, usually, we can rely on another legal basis. In cases where we do rely on consent, you have the right to withdraw it at any time. To withdraw consent to our processing of your personal data, send us an e-mail to data.protection@sollers.eu or, to stop receiving emails from a Sollers marketing list, please click on the unsubscribe link in the email received from us.

Amendment of personal data

Whenever we become aware that the personal data, we process is no longer accurate, we will make the appropriate amendments ourselves. In case you want to update the personal data that we process, please send us an e-mail to data.protection@sollers.eu.

You may decide not to provide us with your personal data, but in this case your application will have to be excluded from the recruitment process. The same applies in case you decide to rectify or delete your data during the recruitment process.

Other rights

You have the right to demand erasure of your personal data, to demand restrictions in processing and the right to data portability. If you wish to exercise those rights, please send us an e-mail to data.protection@sollers.eu.

Complaints

If you want to complain about our use of your personal data, please send an email with the details of your complaint to data.protection@sollers.eu. We will investigate and reply to your complaint as soon as possible.

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

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Data Controller: details and contact information

When processing personal data, the entity that decides why and how the data is processed is a Data Controller. The Data Controller for personal data is Sollers Consulting Information Technology Limited (a limited liability company under the laws of the UK) with its registered office in 14 Cullum Street, London, United Kingdom, EC3M 7JJ, entered into Companies House under the Company number 14846071, having Tax Office number 623 and UTR number 45692 20510.

Changes to this privacy statement

This privacy statement was last updated on 12th June 2023.

Proving our commitment to processing the data and informing you about your rights in a transparent way, we will keep this privacy statement under regular review.

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