

# Transparency notice

## Applying for Delt Shared Services Ltd. Vacancies

### How we use your personal data

This document sets out how we use personal data in line with the UK General Data Protection Regulation (UK GDPR). It includes a description of our processing activities, and your rights if information about you is included.

If you are asked to provide information relating to this service, it will only be used in the ways described in this Notice.

This Notice may be updated from time to time. All updates and amendments are effective immediately and we encourage you to review this Transparency Notice often to stay informed of changes. If you have any questions about this policy, please email [info@deltservices.co.uk](mailto:info@deltservices.co.uk).

### Who we are

Delt Shared Services Ltd.

2 Derriford Business Park

Derriford

Plymouth

PL6 5QZ

Website: <https://deltservices.com/>

You can contact us with queries on:

Telephone: +44(0)1752 308888

Email: [info@deltservices.co.uk](mailto:info@deltservices.co.uk)

## Purposes and Lawful basis

Delt Shared Services Ltd. will use personal data for its legitimate business interests of recruiting appropriately skilled and qualified individuals to maintain the organisations workforce to the required level and enable continued delivery of business services. This includes activities such as receiving applications, identifying suitable candidates, sifting applicants, interviewing candidates and offering of roles to successful applicants.

Delt Shared Services Ltd. will process the minimum necessary personal data required for this purpose. As well as basic identifiers such as name and contact information this is also likely to include information like education and training history, professional qualifications and certification, work history, evidence used for proof of identity at the interview stage, signature, reference checks.

Delt Shared Services Ltd. will usually obtain the majority of this information directly from you, or from information you have made publicly available. This may include using relevant sector job boards or social media platforms like LinkedIn to proactively identify potential candidates. Please refer to the published privacy information of services you use to find how the information you make available may be processed.

Delt Shared Services Ltd. may also use specialist recruiters to identify candidates to help us fill specific vacancies. For information about how these organisations process information that relates to you, please refer to their published privacy information.

If you are an existing Delt Shared Services Ltd. employee, please see the privacy information published on the company intranet for processing that relates to you.

## Processors and International Transfers

Recruitment campaigns that are run from the Delt Shared Services Ltd. website using CoreHR will process information in Ireland (you will be able to see the CoreHR logo on the screen when you apply).

Any other information that identifies and relates to you that is obtained or processed by Delt Shared Services Ltd. (including any recruitment campaigns where applications are accepted by email) will be processed by Delt Shared Services Ltd. in the UK.

We use third party data processors such as CoreHR to provide elements of services on our behalf, for example suppliers of IT systems and solutions. The contracts we have in place with these data processors means they must not do anything with your personal information unless

we have instructed them to do so. This includes sharing your personal information with any organisation apart from us. They will hold and retain it securely only for the period we instruct.

## Retention

For the successful candidate information that relates to you will become part of your employee record and managed accordingly.

Information relating to unsuccessful applicants is held for 12 months.

Unstructured information such as that held in email may be retained indefinitely.

## Your data protection rights

UK GDPR gives you rights over personal data that **relates to you** (as you can see from above, this is likely to be minimal) these include:

- The right to ask us for copies of your personal information.
- The right to ask us to rectify personal information if you can show it is incorrect and ask us to complete information you can show is incomplete.
- The right to ask us to erase your personal information where Delt Shared Services Ltd no longer has a legitimate purpose to process it.
- The right to stop us processing your personal information where Delt Shared Services Ltd. does not have a legal or contractual obligation to process your personal information.
- The right, in certain circumstances, to ask us to restrict the processing of your personal information.
- The right, in some circumstances, to object to the processing of your personal information. The right to prevent any wholly automated decisions involving personal data; Delt Shared Services Ltd. does not however use any wholly automated decision-making techniques about individuals.

Where Delt Shared Services Ltd. is processing information about you for our own purposes, to exercise any of these rights please contact us at [DataProtectionOfficer@deltaservices.co.uk](mailto:DataProtectionOfficer@deltaservices.co.uk). You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

You may need to prove your identity before getting access to data that relates to you or

exercising your other rights. This may be by providing a proof of ID (we will not keep a copy once it has been verified) or by providing contextual information that proves that you are who you say you are.

If your request relates to access to personal data that relates to you that Delt holds about you as part of managing the contracted service:

- We invite you to use [Delt's Subject Access Request Form](#). This will help you to provide the information we need to process your request as quickly as possible, including verification of identity.
- We may write back to ask for clarification or to request that you to narrow or modify your requirements if they are unclear. This will pause the one month timescale for the complete response.
- If your request is complex or we have received multiple requests from you we may extend the time for a further two months. We will tell you if this applies within the initial month and as soon as we identify it.

You can find out more about what data protection law means for you by visiting <https://ico.org.uk/your-data-matters/>.

## How to complain

If you have any concerns or questions about our use of your personal information, please contact us at [DataProtectionOfficer@deltaservices.co.uk](mailto:DataProtectionOfficer@deltaservices.co.uk).

You can also complain to the ICO if you are unhappy with how we have used personal data that relates to you.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>