

Our Careers privacy notice

WHAT IS THE PURPOSE OF THIS DOCUMENT?

FirstPort ("we" "us" "our") is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. This privacy notice makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

About Us

This site is owned by FirstPort Limited. FirstPort Limited (company no: 04352396) is registered in England and Wales and have our registered office at Queensway House, 11 Queensway, New Milton, Hampshire BH25 5NR.

Wherever the name "FirstPort" is used on this website, this refers to one or more members of the group companies that operate in the United Kingdom and who offer products, information or services on this site.

For the purpose of the Data Protection Act 1998 (the "Act"), we have listed below the members of the Group that are registered with the ICO as "Data Controllers" at the above address:

- For Property Management Services– FirstPort Property Services Limited, FirstPort Bespoke Property Services Limited, FirstPort Property Services Scotland Limited, FirstPort Retirement Property Services Limited are "Data Controllers" in their own right.
- For Insurance Services – FirstPort Insurance Services Limited is a "Data Controller".

- For Retirement Property Sales – Retirement Homeseach Limited is a “Data Controller”

THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae, covering letter and application form.
- The information you have provided on our application form or any onboarding documents, including name, title, address, telephone number, personal email address, employment history and qualifications.
- Any information you provide to us during an interview.
- Any information you provide to us during on boarding if you are successful in your application.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your ethnicity
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about candidates from the following sources:

- You, the candidate.
- recruitment agency, (if applicable) from which we collect the following categories of data: name, title, address, telephone number, personal email address, date of birth, gender, employment history and qualifications
- NGA people checking are our background check provider, from which we collect the following categories of data: Right to work documents, employment referencing, basic or enhanced DBS checks
- NGA use a non-recorded enquiry through CIFAS credit reference agency, from which we collect the following categories of data: CCJs, bankruptcies or voluntary arrangements from the past 6 years. (regulated and senior positions only)
- NGA liaise with DBS and DBS Scotland, Disclosure and Barring Service in respect of unspent criminal convictions.
- Your named referees, from whom we collect the following categories of data: Company employed by, role performed, dates of employment and reason for leaving.

HOW WE WILL USE INFORMATION ABOUT YOU

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your CV and covering letter **OR** your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then inform you of our intention to take up references, carry out a criminal record check, carry out financial checks before confirming your appointment, depending on the position.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

We will use your particularly sensitive personal information in the following ways:

- We will use information about any medical condition and/or disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about volunteered by yourself about your ethnic origin to ensure meaningful equal opportunity monitoring and reporting. This monitoring is separate to any recruitment process.

INFORMATION ABOUT CRIMINAL CONVICTIONS

We envisage that we will process information about criminal convictions.

We will collect information about your criminal convictions history if we would like to offer you the role (conditional on checks and any other conditions, such as references, being satisfactory). We are entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

- All roles require a high degree of trust and integrity, as such all roles will require a minimum of a basic DBS check. Roles within the Retirement business, that are based on sites, will be subject to an enhanced DBS check.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

AUTOMATED DECISION-MAKING

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

DATA SHARING

Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application: ISV testing provider (when applicable) and Appello. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from our Data Protection Officer.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

DATA RETENTION

How long will you use my information for?

We will retain your personal information for a period of 24 months after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information for that period so that we can show that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately informing you that we will retain your personal information for a fixed period on that basis. You will have the opportunity to object to your application details being retained for this purpose.

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer in writing.

Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

DATA PROTECTION OFFICER

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO at DPO@FirstPort.co.uk . You have the right to make a complaint at any time to the [Information Commissioner's Office \(ICO\)](#), the UK supervisory authority for data protection issues.

Contact Us

We welcome your feedback and questions. If you wish to contact us, please write to the "relevant" Data Controller at the above registered address.

We may change this privacy policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version that will apply each time you access this website.