

**BILL GOSLING**  
OUTSOURCING

## **BILL GOSLING OUTSOURCING PRIVACY POLICY - United Kingdom**

This notice explains what personal information we hold about you, how we collect it, and how we use and may share information about you during the recruitment process. We are required to notify you of this information under data protection legislation.

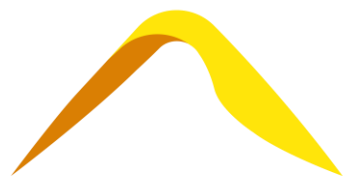
### **Who collects the information?**

Allied International Credit (UK) LTD, Adamson House 2nd Floor, Towers Business Park, Didsbury, Manchester, M20 2YY is a “data controller” and gathers and uses certain information about you.

### **The information we collect and hold**

We may collect the following information up to and including the shortlisting stage of the recruitment process:

- Your name and contact details (address, home and mobile phone numbers, email address);
- Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests;
- Information regarding your criminal record for unspent criminal convictions only
- Details of your referees. We may collect the following information after the shortlisting stage, and before making a final decision to hire
- Information about your previous academic and/or employment history within the previous 5 years,



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- Information regarding your academic and professional qualifications where relevant
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information to prove legal right to work in the UK
- A copy of your national insurance number proof
- A copy of your proof of address (up to 5 year history)
- A credit check history for all addresses within previous 5 years and any linked addresses as part of our pre-employment checks
- Financial sanctions checks against US, UK and Canadian databases

## **Why we collect the information and how we use it**

We will typically collect and use this information for the following purposes:

- to take steps to enter into a contract;
- for compliance with a legal obligation (for example, our obligation to check that you are eligible to work in the United Kingdom);
- for compliance to meet our pre-employment background check requirements

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any material changes to information we collect or to the purposes for which we collect and process it.

## **How we collect the information**

We may collect this information from you, your referees (details of whom you will have provided), your education provider, the relevant professional body, the Disclosure and Barring Service (DBS), Disclosure Scotland Government bodies (the Home Office), Credit Check provider Experian and public Financial Sanctions Databases



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## **How we may share the information**

We may also need to share some of the above categories of personal information with other parties, such as client audits, external auditors and professional advisers. Usually, information will be made anonymous, but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

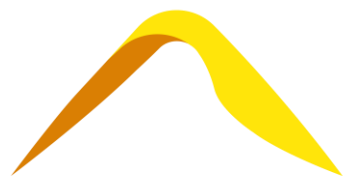
## **Where information may be held**

Information may be held at our offices [and those of our group companies through our HR system Workday], and third party agencies, service providers and representatives as described above.

## **How long we keep your information**

We keep your information during and after the recruitment process for no longer than is necessary for the purposes for which the personal information is processed. We retain all unsuccessful candidate recruitment files for a period of 6 months.

## **Your rights to correct and access your information and to ask for it to be erased**



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Please contact us if you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask us for some but not all of the information we hold and process to be erased (known as the “right to be forgotten”) in certain circumstances. If you wish to do so, please contact [uk.recruitment@aiccorp.com](mailto:uk.recruitment@aiccorp.com).

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

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

### **How to complain**

We hope that we can resolve any query or concern you raise about our use of your information. If not, contact our Data Protection Officer at [dataprotection@aiccorp.com](mailto:dataprotection@aiccorp.com) or via telephone on 0141 457 7882.