



CANDIDATE REGISTRATION FORM

1. EU GENERAL DATA PROTECTION REGULATIONS (GDPR) PRIVACY POLICY

Why do we have a privacy policy?

Knightway Associates is committed to protecting the personal data for everyone who uses our services - we appreciate that you do not want the personal information you provide to us to be distributed indiscriminately and under the EU General Data Protection Regulations (GDPR - which replaced the Data Protection Act), we comply with certain rules which are designed to ensure that any data you provide to us is processed with due care and attention.

Here we explain how we collect information, what we do with it, and what controls you have.

Data Protection Principles

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) processing is fair, lawful and transparent
- b) data is collected for specific, explicit, and legitimate purposes
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- e) data is not kept for longer than is necessary for its given purpose
- f) data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures

What sort of data do we collect?

Knightway Associates must collect Personal Data about you to assist us in the recruitment process. This Data consists of information including your name, address, e-mail, phone numbers, work and education history, details of your eligibility to work through passport or visa, and your responses to / results of any skills assessments or personality profiling we may be required to carry out on behalf of our clients. This data will generally be received from you personally. You are under no obligation to provide any such information, however, this will affect the quality of the services we are able to provide you with if you choose not to.

Why do we process this personal data?

We process this personal data as necessary to aid the recruitment process and to provide our services to you. We also process data in accordance with our legitimate interests provided that your legitimate interests do not outweigh them. We may also use aggregate data to help us understand our users as a group so that we can provide you with a better service.

Information that you submit will be stored for as long as we legitimately need it (in line with the timescales shown below), as required by the law or until such time as you ask us to remove it. The information is stored on secure servers located in the United Kingdom.

Recruitment stage:	Data Retention Period:
Application received but not shortlisted for consideration	No data held beyond assignment completion
Application shortlisted for interview with: <ul style="list-style-type: none">• Knightway Associates and/or <ul style="list-style-type: none">• Client	Data held for up to a maximum 13 calendar months from the date of last point of contact (the point at which post interview outcomes are communicated), then deleted
Candidate placed	Data held for up to 36 months prior to deletion

Why do we collect and process sensitive personal data?

We collect and process sensitive personal data such as information on your race or ethnicity and your health including any medical conditions only so far as is necessary and in compliance with applicable legislation. By registering your details with us, you consent to us collecting and processing sensitive personal data supplied by you, and disclosing this information to prospective employers and clients (*as named at the time of application and in connection with the role for which you applied) in connection with the recruitment process. We will not transfer your details onto any other client or prospective employer without first gaining your consent to do so.

Do we pass data to third parties?

Where necessary we may pass data to third parties and affiliates that help us to process data (e.g. payroll bureau), and to named prospective employers for the purpose of recruitment. Data may also be accessible by third parties providing us with IT support. In the event that we undergo re-organisation or are sold to a third party, you agree that any personal information we hold about you may be transferred to that re-organised entity or third party. We may disclose your personal information if required to do so by law.

How is this data safeguarded?

The security of your data is extremely important to us. Access to your personal data is only provided to our staff and third parties as detailed above. We limit access to your personal information to those employees and third parties who have a business need to know. They will only process data on our instructions and they are subject to a duty of confidentiality.

We have security measures in place (e.g. password protection) to attempt to protect against the loss, misuse, and alteration of personal information under our control. You should bear in mind that information you submit via email, whilst it is in transit over the internet, is at your own risk.

Your Rights

You have the following rights in relation to the personal data we hold on you:

- a) the right to be informed about the data we hold on you and what we do with it;
- b) the right of access to the data we hold on you. We operate a separate Subject Access Request policy and all such requests will be dealt with accordingly;
- c) the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification';
- d) the right to have data deleted in certain circumstances. This is also known as 'erasure';
- e) the right to restrict the processing of the data;
- f) the right to transfer the data we hold on you to another party. This is also known as 'portability';
- g) the right to object to the inclusion of any information;
- h) the right to regulate any automated decision-making and profiling of personal data.

In addition to the above rights, you also have the unrestricted right to withdraw consent, that you have previously provided, to our processing of your data at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact our Data Protection Manager.

How do we let you know if our policy changes?

Any policy changes, either due to business reasons or future changes in legislation, will be posted on our website and, if substantial, may be promoted on the website or through e-mail notification. This privacy policy was last updated in October 2019.

Making a Complaint

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

Knightway Associates is a data controller and has appointed Nigel Allen as Data Protection Manager to oversee its compliance with the data protection law and to deal with all requests and enquiries concerning our use of your personal data.

Nigel Allen may be contacted by:

E-mail: nigel@knightway.co.uk

Telephone: 01276 817122

Post: Knightway Associates, Suite 3, 2nd floor, Knightway House, Park Street, Bagshot, Surrey, GU19 5AQ



2. Equality and Diversity

Knightway Associates is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy.

Knightway Associates shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Knightway Associates will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

A copy of our policy on Equality and Diversity is available from our office or on our website, www.knightway.co.uk

3. Permission to work in the UK

Do you have permission to work in the UK?

Yes/No

In line with Home Office guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK.

4. Health and Disability

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service and to find out your needs in order to perform the job or position sought.

Do you have any health issues or a disability relevant to the position or role you seek?

Yes/No

If yes, please specify

If you have a disability, what are your needs in terms of reasonable adjustments to enable you to perform the role sought?

Please specify

If you have a disability, what are your needs in terms of reasonable adjustments in order to access this recruitment service and to attend interview, or to take aptitude tests etc?

Yes/No

Please specify



Knightway
Associates

5. Candidate Declaration

I hereby confirm that the information given by me on this form is true and correct.

I hereby acknowledge that Knightway Associates are providing recruitment services, that is to say they will act as an agency as defined under The Employment Agencies Act 1973 and supplementary additions including The Conduct Of Employment Agencies and Employment Business Regulations 2003.

I authorise Knightway Associates to represent me whilst I am seeking work, and I have informed them that I seek employment within the field of/as a (insert information on the line below):

**

**

I consent to my personal data and CV being forwarded to prospective employers (those employers/businesses will be named by Knightway Associates and agreed with me prior to my CV being sent to them).

A copy of Knightway Associates Customer Services Policy has been provided alongside this agreement at the time of signature, I understand I may also refer to it online within the Knightway Associates website.

Signed Date Name in full

Should you have any queries, or require additional information on the services provided, please don't hesitate to ask us for assistance.