

Scotia Gas Networks (SGN) Candidate Privacy Notice

12 April 2021



SGN

Your gas. Our network.

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Scotia Gas Networks (SGN) Candidate Privacy Notice

1. Introduction

SGN is a 'data controller'. This means we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It 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. We are required under data protection law to notify you of the information contained in this Privacy Notice.

2. Information we may collect about you

In connection with your application for work with us, depending on how far through the process you progress, we will collect, store, and use the following categories of personal information about you (where applicable):

- The information you may have provided to us in your curriculum vitae and covering letter
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications
- Any information you provide to us during an interview
- Any test results, including psychometric testing
- If you are offered the role, any publicly available financial information i.e. County Court Judgments and Bankruptcy Orders.
- If you are offered a senior role, we may also collect relevant media reports about you

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

- Information about your race or ethnicity
- Information about your health, including any medical condition, health and sickness records
- If you are offered the role, information about criminal convictions and offences and/ or your National Security Vetting status

3. How your personal information is collected

In addition to the information we collect from you; we, or third parties on our behalf, may collect your personal information from the following sources (where applicable):

- Any recruitment agency involved
- A background checking provider, currently Experian plc
- Educational/training establishments
- Department for Trade and Industry, from which we collect National Security vetting status once completed by the United Kingdom Security Vetting (UKSV) Service
- Your named referees

4. 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
- Communicate with you about the recruitment process
- Carry out background and reference checks, if you are offered the role
- 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 you are applying for because we have identified a requirement for someone to carry out 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 application and the results from any test you may have been asked to complete, 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 take up references and carry out background checking in line with our Background Checking Policy before confirming your appointment.

5. How we use special category (sensitive) personal information

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

- We will use information about your 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 your race or national or ethnic origin, to ensure meaningful equal opportunity monitoring and reporting.
- We will collect information about your unspent 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 carry out a criminal record check to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:
 - The Department for Energy and Climate Change recommends that we initiate National Security Vetting (which includes an enhanced criminal record check) for those carrying out work on Critical National Infrastructure sites and where we do not believe the risk can otherwise be mitigated.
 - The roles of solicitor and accountant are listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, so are eligible for a standard check from the Disclosure and Barring Service.
 - For all other roles, to comply with our health and safety, and security obligations it is important to assess those with a criminal record as suitable for the role they undertake within SGN, so we would seek a basic disclosure of your criminal records history.

6. 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 references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

7. Automated decision-making

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

8. Who we may share your information with and why

We will only share your personal information with the following categories of recipients:

- Employees, workers and parties contracted to act on behalf of SGN who need to know your personal information:
 - for purposes connected to your application
 - to achieve other legitimate business purposes, eg IT service providers or legal advisors
 - for the purposes of record keeping in accordance with the law and/or regulations
- Courts and tribunals, regulatory bodies and/or law enforcement agencies for complying with applicable laws and regulations, or in response to legal processes
- Individuals requesting details of personal information we hold about them, may in some circumstances, and in accordance with the law, have limited access to some of your personal information
- Other third parties if we have your consent

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.

9. How we keep your information secure

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.

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.

10. How your information is transferred outside the EEA

We utilise support services which involve the transfer of personal information we collect about you to the following countries outside the outside the European Economic Area*:

- USA
- India

There is not an adequacy decision by the European Commission in respect of those countries. This means that the countries to which we transfer your data are not deemed to provide an adequate level of protection for your personal information.

However, to ensure that your personal information does receive an adequate level of protection we have put in place the following appropriate measures to ensure that your personal information is treated by those third parties in a way that is consistent with and which respects the EU and UK laws on data protection, as appropriate:

- standard contractual clauses adopted by the European Commission, and/or
- self-certification with the EU-US Privacy Shield.

**The European Economic Area (EEA) currently comprises the Member states of the European Union plus Norway, Iceland and Liechtenstein.*

11. How long we will use your information for

We will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you to role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and 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 our Data Retention Policy.

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, seeking your explicit consent to retain your personal information for a fixed period on that basis.

12. Your rights in connection with your 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.
- **Right to withdraw consent** in the limited circumstances where you may have provided your consent to process your personal information for a specific purpose (unless we have another lawful basis for doing so).

You can make a request to do any of the above, by contacting our Data Protection Team in writing. We have a form to complete for Subject Access Requests and you can find out more by reading our Data Subject Rights Procedure, available from our Data Protection team (contact details below).

We may need to request specific information from you to confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is to ensure that personal information is not disclosed to someone who has no right to receive it.

You will not have to pay a fee. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

13. Data Protection Officer and Complaints

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 SGN's Data Protection Team at data.protection@sgn.co.uk or:

Data Protection Team
SGN Legal and Compliance
St Lawrence House, Station Road
Horley
RH6 9HJ

If you need further clarification, are unsatisfied with our actions or wish to make an internal complaint, you may contact the **DPO** directly in writing at the above address. If you are still unsatisfied, you can contact the **Director of Legal and Compliance** in writing at the above address.

If you remain dissatisfied with our actions, you have the right to lodge a complaint with the Supervisory Authority. The Information Commissioner's Office (ICO) can be contacted at:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate)
Email: enquiries@ico.org.uk

14. Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new Privacy Notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.