

MRO Applicants Privacy Notice

Document Control

Document Header

Title	MRO Privacy Notice - Applicants	Last review	Nov-24
Owner	Group Finance Director	Review Cycle	Annual
Scope	This privacy notice applies to anyone applying for a role with MJ Wilson Group Limited.		

Change Control

Version	Date	Comments	Author	Reviewed By
1.0				

About Us

MJ Wilson Group Ltd is a subsidiary of MRO+ Solutions group.

MRO Plus Solutions Group Ltd is registered in England, with the trading address:

MJ Wilson Group Ltd
Charlton Street
Grimsby
DN31 1SQ

email: GDPR@mroplussolutions.co.uk

For the purposes of the UK GDPR, MJ Wilson Group Ltd is a data controller with respect to the personal data that you provide to us.

MJ Wilson Group Ltd (or 'We' or 'Us or 'Our') is committed to respecting and protecting your privacy. Questions and comments about this privacy notice are welcomed. These, and any enquiries about the processing of your personal data should be directed to GDPR@mroplussolutions.co.uk in the first instance.

What is Personal Data?

GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified by reference to data items such as: name, contact details, unique identification numbers, location data or online identifiers.

Special Categories of Personal Data

The GDPR refers to sensitive data as 'special categories' of personal data. Special categories are: racial and ethnicity information, political, philosophical or religious beliefs, trade-union membership, genetic and biometric data, health information and anything concerning an individual's sex life.

How MJ Wilson Group Ltd uses your information

In order to consider you for employment, MJ Wilson Group Ltd needs to collect personal data about you. It is in the legitimate interests of MJ Wilson Group Ltd to ensure that prospective employees meet a required standard, to offer employment. Failure to provide the required information in a timely manner may result in us being unable to provide you with employment.

MJ Wilson Group Ltd will process – that means collect, store and use – the information you provide in a manner that is compatible with the GDPR. We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. For successful applicants, the information we collect will become part of your long-term employee file. For unsuccessful applicants, we will delete your information shortly after the closure of that recruitment campaign. These rules are contained within our Data Retention Schedule.

The aim is not to be intrusive, and we will not ask irrelevant or unnecessary questions. Moreover, the information you provide us will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure. These measures are described in our Information Security Policy and the Data Protection Policy.

What information MJ Wilson Group Ltd may collect from you

Under the lawful basis of legal obligation, MJ Wilson Group Ltd may collect the following information:

- Medical information or information on any ongoing condition
- Proof of identification and proof of address
- Proof of right to work in UK
- Driving license information

A description of these legal obligations:

- To fulfil our duty of care in considering any "reasonable adjustments" that are required in the workplace
- To be able to vet you in accordance with the relevant regulating body
- To enable verification of your right to work in the UK
- For company vehicle insurance obligations

Health related information is a 'special category' of data which requires a second lawful basis for processing. In this regard, processing is necessary for the purposes of occupational medicine, for the assessment of the working capacity of the employee.

Under the lawful basis of legitimate interests, MJ Wilson Group Ltd may collect the following information:

- Personal information such as name, address and contact details
- Next of kin
- Emergency contact
- Professional and personal references
- Previous employment history details
- Email correspondence between staff members and yourself as a job applicant

A description of these legitimate interests:

- To enable us to keep an up-to-date record of your details as required, for communication purposes and to maintain a duty of care to you
- To know who to contact in the event of a medical emergency during the recruitment process
- To be able to assess your suitability for specific job vacancies available within the business
- To maintain a record of business communications

In addition to the above, we may collect data on equality and diversity, including ethnicity, religion and sexual orientation - it is entirely optional whether you provide this information if, for example, you would like us to facilitate prayer times within the shift rotas for the role. Where this information is gathered, it may also be compiled into anonymised statistics in order to provide insight and promote the rich diversity of the MJ Wilson Group Ltd workforce.

Disclosure of your personal data

Depending on your role, MJ Wilson Group Ltd may pass certain information to suppliers or service providers such as vehicle or equipment providers. These service providers are obliged to keep your details secure and use them only for the specific services that they provide to you, on our behalf. Once this service need has been satisfied, they will dispose of the details in line with our retention procedures.

We do not currently transfer your data outside of the EU to other international parties and our cloud hosting service providers are contracted to store data only within EU data centres.

Your rights

You have the right to access information held about you. You have a right to request a copy of the personal data you have provided, to be sent to you or other parties in machine readable format (data portability). Where there are any changes to the purposes for which your data is processed, or any changes to the way in which your personal data is disclosed, you have a right to be informed of these changes. MJ Wilson Group Ltd will do this by updating our privacy policies on our website and / or contacting you with the relevant information in a timely and transparent manner.

You have the right to ask for your personal data to be rectified where there is an inaccuracy and you have the right to ask for your personal data to be erased, where there is no overriding legal basis for it to be retained. You have the right to ask for your data not to be processed for marketing purposes and where any processing of personal data is carried out on the basis of your consent, you have the right to withdraw that consent as easily as it was given.

You have the right to object to decisions MJ Wilson Group Ltd has taken about the processing of your personal data and where you believe MJ Wilson Group Ltd has contravened the General Data Protection Regulations, you have the right to lodge a complaint with the Information Commissioner's Office.

You have the right to request that processing of your personal data is restricted, where there is an objection or request for rectification pending, or where you require data that would otherwise be deleted to be retained, for example for the defence of legal claims.

You also have the right to request meaningful information about the logic involved in any automated decision-making or profiling processes. Although we do not use any such internal processes, automated services from third parties may be used as part of the employee screening process such as Credit Checks. These checks are necessary to provide you with an employment contract for certain roles.

For any questions about, or to exercise any of your rights as a data subject, please contact GDPR@mroplussolutions.co.uk.

End of Privacy Notice