



Job Applicant Privacy Statement

As part of any recruitment process, Nexus collects and processes Personal Data relating to job applicants, including work experience placements. Nexus is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Nexus is committed to ensuring that your privacy is protected. Information by which you may be identified will only be used in accordance with this privacy statement.

Nexus must have a lawful basis in order to process Personal Data. This privacy statement sets out the lawful basis that applies and also the purposes for which your Personal Data will be processed.

What information does Nexus collect?

Nexus collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- Special Category Personal Data for equal opportunity monitoring purposes
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which Nexus needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

Nexus may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Nexus may also collect Personal Data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. Nexus will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).



Why does Nexus process personal data?

Nexus must have a valid lawful basis in order to process your Personal Data. Nexus will process your personal data as it is necessary to take steps at your request prior to entering into a contract with you. It may also be necessary to process your Personal Data to enter into a contract of employment with you.

Nexus will also need to process your Personal Data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before the commencement of employment.

Nexus has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing Personal Data from job applicants allows Nexus to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Nexus may also need to process Personal Data from job applicants to respond to and defend against legal claims.

Nexus will process Special categories of Personal Data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. Nexus processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, Nexus is obliged to seek information about criminal convictions and offences. Where Nexus seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Nexus will keep your personal data on file for a maximum of 12 months.

Who has access to your Personal Data?

Your Personal Data will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process and managers in the business area with a vacancy.

Nexus will not share your Personal Data with third parties, unless your application for employment is successful and it makes you an offer of employment. Nexus will then share your Personal Data with former employers



to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

How does Nexus protect your Personal Data?

Nexus takes the security of your Personal Data seriously. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect from you.

Nexus has internal policies and controls in place to ensure that your Personal Data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does Nexus keep your Personal Data?

If your application for employment is unsuccessful, Nexus will hold your data on file for a maximum of 12 months after the end of the relevant recruitment process.

Personal Data will be securely destroyed when no longer required by Nexus.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require Nexus to change incorrect or incomplete data;
- require Nexus to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Nexus is relying on its legitimate interests as the legal ground for processing.

What if you do not provide Personal Data?

You are under no statutory or contractual obligation to provide Personal Data to Nexus during the recruitment process. However, if you do not provide the information, Nexus may not be able to process your application properly or at all.



How to contact us

Nexus is the trading name of Tyne and Wear Passenger Transport Executive and its address is Nexus House, St James' Boulevard, Newcastle upon Tyne, NE1 4AX.

In relation to the collection and processing of job applicant personal information, Nexus is the data controller. Nexus can be contacted by phoning 0191 2020 747 or email customer.services@nexus.org.uk.

If you require further information about how your personal data will be held and processed by Nexus, or if you wish to make a complaint about any data protection matter, contact the Nexus Data Protection Officer on 0191 203 3239 or email subject.access@nexus.org.uk.

Complaints to the Information Commissioner

Nexus tries to meet the highest standards when collecting and using Personal Data. For this reason, we take any complaints we receive about this very seriously. Nexus encourages employees to bring to our attention if they think that our collection or use of their Personal Data is unfair, misleading or inappropriate.

If you are unhappy at the handling of any complaint made to Nexus about how your Personal Data has been handled or processed, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law.

The Information Commissioner's Office can be contacted by phoning 0303 123 1113 or in writing at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

In addition, you can report a concern online at <https://ico.org.uk/concerns>.