

Amey Candidate Recruitment Privacy Notice

Amey is committed to protecting the privacy and security of your personal data. It is protected by a range of laws in the UK, including the General Data Protection Regulation (the “GDPR”). This Privacy Notice describes how we use your personal data and the steps we take to protect it during, and after, the recruitment process, in accordance with the GDPR and applies to all candidates. It is broken down into a number of sections.

Overview of this notice

PURPOSE OF THIS PRIVACY NOTICE

This Privacy Notice covers the use of our Site, but also includes any other elements of the Amey recruitment process, from providing us your curriculum vitae and covering letter/email, information you provide to us during an interview; and information you provide in relation to your right to work documentation, to becoming an Amey employee.

It additionally applies where prospective candidates have not yet submitted an application, but they have added optional information into our recruitment portal or signed up to receive job alerts.

If you visit <https://careers.amey.co.uk> (our "Site"), or otherwise submit your personal data to Amey as part of an application, you are deemed to accept and consent to the approach we take to your personal data as described in this Privacy Notice.

Our Site is not intended for children and we do not knowingly collect data relating to children.

WHO WE ARE

We are Amey Limited and its subsidiary companies (collectively referred to as "Amey", "we", "us" or "our" in this Privacy Notice). Amey Limited is registered in England & Wales with registration number 02379479 and registered address Chancery Exchange, 10 Furnival Street, London, United Kingdom, EC4A 1AB. Our Data Controller Registration Number is Z7364442.

Changes to this Privacy Notice

This Privacy Notice was last updated on 10th October 2024.

We will post any future updates to our Privacy Notice on this page. Please check periodically for changes, as they apply to you if you provide information after the update.

CHANGE OF PURPOSE

We will use your personal data only for the purpose it was collected, unless we find another reason that is compatible with the original one. If you want an explanation of how the new purpose aligns with the original, please contact us via the Contact Details section at the end of this Privacy Notice.

Should your personal data be required for a purpose other than what was originally intended, we will inform you and clarify the legal justification for that use.

It is important to understand that there may be circumstances where we are legally authorised or obliged to process your personal data without your awareness or consent.

Informing us of changes to your data

Maintaining accurate and up-to-date personal data is important. If you need to amend any information we have on file, such as your contact details, please contact us using the Contact Details section at the end of this Privacy Notice

THE DATA WE COLLECT ABOUT YOU

"Personal data" refers to any information that can identify an individual. It excludes data where the individual's identity has been removed, known as "Anonymised Data".

We may collect, use, store and transfer different kinds of personal data about you. This can be broken down into the following categories:

Identity Data includes your name, username or similar identifier, marital status, title, date of birth, personal financial details, and gender (this will primarily be text based, but could also include audio, photos, videos and other forms of media).

Employment and Qualification Data includes details of your employment history, details of your qualifications and the results of tests and interviews you complete during the recruitment process.

Contact Data includes your address, email address and telephone numbers.

Technical Data includes the IP address of your device, login information, browser type and version, time zone setting and location, browser plug-in types and versions, operating system, platform, and other technological details pertaining to the devices you use to access our Site.

Profile Data includes your username and password, preferences, feedback and survey responses.

Usage Data includes information about how you use our Site.

Aggregated Data although derived from personal data, it doesn't identify you and thus isn't considered "personal" in law. For instance, we might combine users' Usage Data to find out what percentage uses a particular feature. However, if Aggregated Data is merged with personal information that identifies you, we treat it as personal data under this Privacy Notice.

Special Category Data includes the following categories of more sensitive personal information:

- information about your race or ethnicity, religious beliefs, sexual orientation and political opinions;
- information about your health, including any medical condition, health and sickness records; and
- information about criminal records (where we are legally allowed to do so).
- If you fail to provide personal data

Should you fail to submit required information when asked, such as proof of qualifications or employment history, we will be unable to process your application and it will be declined.

HOW WE COLLECT YOUR PERSONAL DATA

- We collect your personal information from difference sources including:
 - You, the candidate, either through filling in forms or by corresponding with us or information you provide in your curriculum vitae, covering letter or at an interview or other assessment;
 - Recruitment agencies and search consultants;
 - Someone you know referring you for a role;
 - Background Check Providers and The Disclosure and Barring Service and Disclosure Scotland; and
 - Our credit reference agency.
- We may gather and handle the following data automatically when you interact with our Site:
 - the IP address of your device, your login details, the type of device you use, a unique device identifier (such as your device's IMEI number, MAC address, or mobile phone number), mobile network information, your browser type and version, time zone setting, browser plug-in types and versions, operating system, and platform;
 - details about your visit, including complete URL clickstream to, through, and from our Site (with date and time), page response times, download errors and bugs, duration of visits to specific pages, page interaction details (like scrolling, clicks, and mouse-overs), browsing methods away from the Site, and any phone number used to contact Human Resources;
 - data on your device that you agree to share with us (like contact details, friend lists, login credentials, photos, videos, or other digital content);
 - any details which you consent to share with us about your current location; and
 - data supplied to us by third parties (such as business partners, subcontractors in technical fields, analytics providers, search information suppliers, and credit reference agencies).

Cookies: We may also receive Technical Data about you if you visit other websites employing our cookies (see our [Cookie Notice](#) for more information).

WAYS WE MAY USE YOUR PERSONAL DATA

We will use your personal data strictly in accordance with legal requirements. Typically, your data will be used under the following circumstances:

- when it is necessary to perform a contract we are preparing to enter into or have already entered into with you;
- when it is required for our legitimate interests (or those of a third-party), provided that your interests and fundamental rights do not supersede those interests;
- when we need to fulfil a legal or regulatory obligation; and/or
- when you have given explicit consent for us to use your personal data in a specific manner.

Outlined further below are descriptions of all the ways we plan to use your personal data and the legal bases we depend on. Please be aware that we may:

- process your personal data under multiple lawful grounds depending on the specific reason we are using your data;
- merge information from other sources with the data you provide to us and the data we gather about you; and
- utilise this combined data for the purposes mentioned below.

Handling the recruitment process:

This may involve:

- a) evaluating your details to determine if you meet the basic requirements for shortlisting for a position;
- b) verifying whether you have the legal right to work for us;
- c) distributing and subsequently processing online assessments (such as psychometric tests);
- d) inviting you for an interview if you pass our initial evaluation (which could be in-person, by phone, video, or over the internet);
- e) reviewing your information and interview results (and comparing them to other applications we have received);
- f) communicating with you regarding the recruitment process; and
- g) sending you job alerts (if you have given consent).

Automated decision-making: Our recruitment processes may include automated decision-making procedures. Refer to Section 6 of this Notice (Automated decision-making) for more information.

Types of Data: This will require us to use your: (a) Identity; (b) Employment and Qualification Data; (c) Contact Data; (d) Profile Data; and (e) Usage Data.

Basis for processing: This processing is necessary both to fulfill our legal obligations and to align with our legitimate interests, which aim to ensure that our recruitment processes help us attract and retain top talent. Additionally, we seek consent when candidates choose to receive job alerts.

Third-Parties Involved: Our main online platform provider is SAP (UK) Limited via their SAP SuccessFactors platform. They are registered in England and Wales with company number 02152073 and their registered office is at SAP (UK) Limited, Clockhouse Place, Bedford Road, Feltham, Middlesex, TW14 8HD.

We also engage Recruitment Agencies, which supply us with information about potential candidates, and collaborate with various selected third-parties involved in:

- a) online platform providers for our testing and recruitment processes (such as Neurosight (<https://www.neurosight.io/>), Korn Ferry Assessment (<https://kornferry.com>) and Thomas International (<https://www.thomas.co.uk>))
- b) application screening, which may involve third-parties with recruitment expertise in specific sectors like logistics;
- c) performing background checks; and
- d) conducting interviews.

Conducting background and reference checks, if applicable

This includes criminal checks, education verification, and employment history.

Types of Data: We will need your: (a) Identity; (b) Employment and Qualification Info; and (c) Contact Details.

Basis for processing: This is necessary to meet our legal obligations and aligns with our legitimate interests to recruit and retain top talent.

Third-Parties Involved: Certain third-parties engaged in conducting background checks (like the Disclosure and Barring Service and Disclosure Scotland). Additionally, any third-parties you mention as referees.

PROCESSING INFORMATION ABOUT CRIMINAL CONVICTIONS:

We may handle information regarding criminal convictions if it is deemed essential for the role or mandated by law. This will be evaluated individually based on the specific role. More comprehensive checks may be necessary for positions requiring a high level of trust, such as those involving the management or transfer of substantial funds.

Types of Data: This will require us to use your: (a) Identity; (b) Contact Data; and (c) Special Category Data.

Basis for Processing: This processing is required to comply with our legal obligations and aligns with our legitimate interests (to ensure our recruitment practices attract and retain top talent).

Third-Parties Involved: Selected third parties involved in conducting criminal conviction checks, including the Disclosure and Barring Service and Disclosure Scotland.

HANDLING SPECIAL CATEGORY DATA:

We may use your Special Category Data for the following purposes:

- a) to determine if we need to make any reasonable adjustments during the recruitment process, such as: (i) during a test or interview; or (ii) for the role itself;
- b) to contact you to discuss these adjustments; and/or
- c) to ensure meaningful equal opportunity monitoring and reporting.

Types of Data: This will require us to use your: (a) Identity; (b) Contact; and (c) Special Category Data.

Basis for processing: This processing is necessary for us to comply with our legal obligations. We may also process such data on an anonymised basis, ensuring it cannot be traced back to you.

Third-Parties Involved: Certain third-parties may contact you directly to discuss the adjustments mentioned above.

DATA ANALYTICS:

Utilising data analytics to enhance our Site and recruitment process.

Types of Data: This involves using your (a) Technical Data, and (b) Usage Data.

Basis for Processing: The processing aligns with our legitimate interests (maintaining an updated Site and developing our recruitment processes).

Third-Parties Involved:

Selected third parties involved in:

- a) Site development;
- b) Recruitment process development; and
- c) Data analytics, such as Adobe Analytics.

Managing Our Relationship:

This includes:

- a) Registering you as a user on our Site;
- b) Addressing feedback regarding our recruitment process, including queries or complaints;
- c) Providing requested information; and
- d) Keeping records of our relationship and recruitment practices.

Types of Data:

This will require your:

- a) Identity Data;
- b) Employment and Qualification Data;
- c) Contact Data;
- d) Profile Data;
- e) Technical Data; and
- f) Usage Data.

Basis for Processing: This processing is (a) necessary to perform our contract with you; (b) necessary for legal compliance; and (c) aligned with our legitimate interests (e.g., maintaining an updated Site, improving recruitment processes, and keeping records current).

Third-Parties Involved: Selected third parties involved in managing and enhancing our recruitment processes.

BUSINESS ADMINISTRATION AND SECURITY:

Administering and safeguarding our business and the Site, encompassing:

- a) Improving the Site to ensure content is effectively presented for you and your device;
- b) Enabling participation in interactive Site features when chosen;
- c) Troubleshooting and system management;
- d) Data analysis and research;
- e) System testing and maintenance;
- f) Usability assessment and improvement;
- g) Accessibility assessment and improvement;
- h) Technical support and reporting; and
- i) Data hosting.

Types of Data: This will involve using your: (a) Identity Data; (b) Employment and Qualification Data; (c) Contact Data; (d) Technical Data; (e) Profile Data; (f) Usage Data; and (g) Special Category Data.

Basis for Processing: This processing is necessary for legal compliance and aligns with our legitimate interests (e.g., business operations, administration, IT services, network security management, fraud prevention, and organizational restructuring).

Third-Parties Involved: Selected third parties involved in:

- a) Site development;
- b) Recruitment process enhancement; and
- c) Data encryption.

AUTOMATED DECISION-MAKING

Automated decision-making takes place when an electronic system uses personal data to decide without any human input. For instance, we might automatically reject applicants without the required qualifications or grades, or those who don't score high enough on recruitment tests or in online assessments.

If you have any questions or concerns regarding automated decision-making please contact us using the details set out in the Contact Details section below. This includes if you want to make your case as to why an automated decision was incorrect, or otherwise contest such a decision.

DISCLOSURES OF YOUR PERSONAL DATA

Please be assured that we do not share your personal data with third parties unnecessarily. We may disclose your personal data for the purposes outlined in this Privacy Notice:

- a) if such disclosure is mentioned in this Privacy Notice or at the time when your personal data is collected;
- b) specifically, to the third parties listed in Section 4 (How we use your personal data);
- c) to service providers acting as processors or joint controllers who offer IT and system administration services to us;
- d) to professional advisers acting as processors or joint controllers, including lawyers, bankers, auditors, and insurers providing consultancy, banking, legal, insurance, and accounting services;
- e) to HM Revenue & Customs, regulators, and other authorities acting as processors or joint controllers who require reporting of processing activities in certain circumstances;
- f) if we are legally obligated to disclose or share your personal data to comply with any legal obligation or protect our rights, property, or safety, or the rights, property, or safety of our customers, or others. This includes exchanging information with: (a) the police or other investigatory or law enforcement authorities; and (b) companies and organisations involved in fraud protection and credit risk reduction; and/or
- g) to third parties to whom we may choose to sell, transfer, or merge parts of our business or assets. Alternatively, we might seek to acquire other businesses or merge with them. If a business change occurs, then the new owners may utilise your personal data in the same way as set out in this Privacy Notice.

We require all third parties to respect the security of your personal data and treat it in accordance with the law. Unless explicitly stated in this Privacy Notice, we do not permit our third-party service providers to use your personal data for their own purposes and only allow them to process your data for specified purposes according to our instructions.

Disclosure of Anonymised Data or Aggregated Data

We may also share anonymised or aggregated data with third parties, such as analytics and search engine providers, that help us improve and optimise our site.

This anonymised data will be gathered using cookies in such a manner that it cannot identify any individual.

INTERNATIONAL TRANSFERS

The data we collect from you will be stored on secure servers within the EEA and/or the UK, primarily in the UK. We do not envisage transferring the personal information we collect about you outside the EEA and/or the UK.

DATA SECURITY

We have put in place security measures to prevent accidental loss, unauthorised access, alteration, or disclosure of your personal data. Procedures have also been implemented to handle any suspected breaches, and to notify you and regulators when required by law. Please be aware that while we strive to protect your data, internet transmissions cannot be entirely secure, so we cannot guarantee the security of data sent to our Site.

DATA RETENTION

We will retain your personal data only as long as needed to meet our purposes, including legal, accounting, or reporting requirements. To decide the retention period, we consider the amount, nature, and sensitivity of the data, the risk of harm from unauthorised use or disclosure, the purposes of processing, whether those purposes can be met by other means, and legal requirements.

If your application is successful and you join Amey, your data will be part of your employment record, processed, and stored according to the Amey Employee Privacy Notice, provided upon employment.

If your application is unsuccessful, we will keep your personal information for 12 months after notifying you of our decision or after 12 months of inactivity. This retention allows us to demonstrate fair and non-discriminatory recruitment if a legal claim arises. After this period, your personal information will be deleted or anonymised as per applicable laws.

YOUR RIGHTS

Under certain circumstances, you have rights under data protection laws in relation to your personal data. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact us using the Contact Details below.

You always have the right to make a complaint to the Information Commissioner's Office ("ICO") if you believe that we have not complied with your data protection rights. The ICO is the UK's supervisory authority for data protection issues (www.ico.org.uk).

We are very keen to try to deal with any data protection concerns before they are referred to the ICO, so, if you are happy to do so, please do not hesitate to contact us the first instance using the Contact Details below.

What we may need from you

We might ask for specific details to confirm your identity and your right to access your personal data. This security step ensures that personal data isn't shared with unauthorised individuals. We may also reach out for more information to expedite our response.

Time limit to respond

We aim to respond to all valid requests within one month. If your request is complex or there are multiple requests, it might take longer. In such cases, we will inform you and keep you posted.

Contact Details

If you want to contact our data protection team, please email on infosec@amey.co.uk.

If you want to contact our people services team, please email on PeopleServices@amey.co.uk.