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RECRUITMENT AND APPLICANT INFORMATION

Baydale Control Systems Limited is responsible for the personal information provided by job applicants and individuals enquiring about employment opportunities.

Information we collect and how we use it

We collect information relevant to recruitment, including names, contact details, CVs, employment history, qualifications, correspondence and, where applicable, interview notes and assessment results.

We use this information to assess suitability for employment, communicate with applicants, arrange interviews and carry out appropriate pre-employment checks. Information is normally provided directly by applicants. Where necessary, we may obtain additional information from referees or authorised screening providers, explaining the relevant checks beforehand.

Providing a CV is voluntary, but we may be unable to consider an application without sufficient information about an applicant's skills and experience.

Lawful bases

We process applicant information where necessary to take steps at the applicant's request before entering into an employment contract, meet legal obligations such as right-to-work checks, or pursue our legitimate interests in managing recruitment and retaining appropriate records to respond to queries or legal claims.

Where we retain a CV specifically to consider an applicant for future vacancies, we will ask for their separate consent. This is optional and does not affect their current application.

If sensitive information or criminal record checks are required, we will provide further information about the applicable lawful basis, additional legal conditions, safeguards and retention arrangements before the checks take place.

Access, sharing, storage and security

Applicant information retained by Baydale is held within the Company's personnel records. Access is restricted to authorised staff who need the information for recruitment, verification or personnel administration.

Where necessary, information may also be shared with providers supporting our IT systems or pre-employment checks, professional advisers, or authorities where disclosure is required by law.

Recruitment and applicant information is retained within the UK and is not transferred outside the UK.

We use appropriate technical and organisational measures to protect applicant information against unauthorised access, loss, misuse or disclosure. We do not sell applicant information or use it for marketing.

DBS checks and security screening

Where required for the role, enhanced Disclosure and Barring Service (DBS) checks are conducted through uCheck/Atlas, and security screening is conducted through NSA. These providers are based in the UK.

Individuals receive a link from the relevant provider and submit the information required for their DBS check or screening directly to that provider. Baydale's role is to verify the information supplied as required by the checking process.

The relevant provider's privacy information explains how it handles information submitted directly to it. Baydale uses information made available to the Company through these checks only for relevant recruitment, employment and compliance purposes. Access is restricted to authorised staff.

Before checks take place, individuals will be informed of the checks required and provided with the relevant privacy information.

Retention of applicant information

Records relating to unsuccessful applications are normally retained for up to six months after the recruitment process ends, then securely deleted or anonymised.

With the applicant's separate consent, we may retain their CV and contact details for up to 12 months from the date consent is given to consider them for suitable future vacancies. At the end of this period, the information will be securely deleted unless permission is renewed.

Applicants may withdraw this consent at any time by emailing jobs@bcsl.uk.com. Withdrawal does not affect processing carried out lawfully beforehand.