

General Data Protection Regulation

As part of any recruitment process, Nearfield Instruments (NFI) collects and processes personal data relating to job applicants. The organization is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

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

your name, address and contact details, including email address and telephone number;

details of your qualifications, skills, experience and employment history;

information about your current level of remuneration, including benefit entitlements;

information about your entitlement to work in the office which has the vacancy you have applied for.

NFI 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.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only with your permission and will inform you that we are doing so.

Data will be stored in systems that are compliant with the GDPR registry [\[1\]](#).

Why does NFI process personal data?

NFI has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We need to process data to be able to contact you or to be able to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in a country before employment starts.

Who has access to this data?

Your information may be shared internally for the purposes of the recruitment process. This includes sharing information with members of the Human Resources and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We may then share your data with third parties such as a payroll provider.

How does NFI protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your 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 NFI keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 1 (one) month after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a total of 12 months, for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

What if you do not provide personal data?

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

[\[1\]](#) GDPR = General Data Protection Regulation, European Regulation which deals with how personal data is collected, dealt with, stored, deleted. Part of the GDPR is the obligation for organizations to register the how, what, why, till when of the personal data they have, the registry.