

Privacy Notice – Recruitment & Employment

Introduction

Caledonian Maritime Assets Limited (CMAL) owns the ferries, ports and harbours and infrastructure necessary for vital ferry services serving the West coast of Scotland, the Clyde Estuary and the Northern Isles.

We are wholly owned by the Scottish Government with Scottish Ministers the sole shareholders.

CMAL has an executive management team and supporting staff at headquarters in Port Glasgow.

We aim to provide efficient, cost-effective and safe ferries, harbours and port infrastructure for operators, communities and users in and around Scotland.

- Maintaining, improving and enhancing assets such as vessels and the land and property around piers and harbours
- Seeking extra investment to invest in ferries and harbour facilities, making a real difference for people and businesses using these life line services
- Working with stakeholders within Scotland and the wider maritime community to be acknowledged as the principal provider of the most cost-effective yet innovative ferries and port infrastructure to the benefit of the communities we serve.

CMAL uses personal information for a range of purposes and our privacy notices provide information about why we obtain and collect personal information, and how we process it.

This privacy notice explains how CMAL uses information for recruitment purposes.

What Information is Collected?

CMAL requires certain personal data for the recruitment process. For the majority of roles, this will include:

- Contact details
- Skills, qualifications, experience and work history
- Eligibility to work in the UK
- Personal circumstances where relevant, for example, to assess requirements for relocation
- Criminal convictions – this will be required for some roles where a security clearance is required
- Driving license status for some roles
- Conflicts of interest
- Previous employment history

This will usually be collected from a CV although you may be asked for additional information where the information required has not been provided. It should be noted that the information requirements may vary accordingly to role and if you have any queries about information we are asking you for, please contact info@cmassets.co.uk in the first instance.

How will my information be used?

Your information will be used for the recruitment process. Information relating to a specific job application is processed for the purposes of taking the necessary steps to enter into a contract of employment. For successful candidates, CMAL will retain this information on your personnel file to manage your contract of employment. All data for employees will then be processed in line with CMAL policies. Policies are available to all staff via the Intranet, or by request for those applying for a role within the organisation.

For unsuccessful candidates, a limited amount of information about your application is retained for a short time after the decision-making process is complete to ensure we are able to deal with any queries relating to your application. Further information on retention timescales is provided below. This is in the legitimate interests of CMAL to ensure it is able to provide feedback to candidates and manage any enquiries or correspondence arising from the recruitment process.

Will my information be passed to anyone else?

For the majority of people, CMAL uses an organisation to administer the initial stages of recruitment including the collection of CVs and to short list candidates that may be suitable for each role.

Any information submitted in response to a job application will be passed to the recruitment panel members. Information may be sent to other third parties where it is required as part of the recruitment process. This includes Disclosure Scotland and, depending upon the role you are applying for, may include passing information to CMAL's Occupational Health provider.

CMAL has data processing agreements in place with those that process personal information on our behalf. As far as we are able to establish, your personal information will not be transferred to any countries that are outside of the EEA.

CMAL has a contracted service for the provision of a Data Protection Officer and your information may be processed in the course of providing that service, for example for the purposes of auditing data protection compliance.

Other than described above, CMAL will never pass personal information to any other third party, unless there is a statutory requirement to do so or the processing is otherwise lawful.

What happens when my information is no longer required?

Information relating to recruitment is retained in accordance with CMAL retention schedules after which it will be securely destroyed.

Personal information submitted as part of a job application will be retained as follows:

- For successful candidates who enter into a contract of employment, 6 years from the date of termination of employment;
- For successful candidates who chose not to enter into a contract of employment and unsuccessful candidates, information is retained for 6 months.

Additional Rights

Under the GDPR, you have a number of rights in relation to your personal information. Please note these rights relate to personal information only and not to any corporate information. You have the right to:

- i. request access to your personal information;
- ii. request rectification of your personal information which means you are able to have inaccurate personal information corrected without undue delay;
- ii. request erasure of your personal information when certain conditions apply;
- iii. restrict processing under certain circumstances;
- iv. object to processing;
- v. data portability in some circumstances.

Requests that relate to rectification, erasure or restricting processing will be passed to any recipients of your personal information. Details of recipients can be found under the section [Will My Information be Passed to Anyone Else?](#)

There may be occasions when CMAL is unable to comply with requests to exercise the rights above. Should this apply to a request you make, it will be explained to you why CMAL is unable to comply with the request and any options available to you.

Where your personal information is being processed using consent, one further right is the right to withdraw your consent at any time. You can find out how your personal information is being lawfully processed under the section [How Will My Information Be Used?](#)

Complaints

Should you be unhappy with the way in which CMAL have processed your personal data, you have the right to lodge a complaint with the Information Commissioner, who regulates data protection legislation across the UK. Their contact details can be found at <https://ico.org.uk/>.

Contact Details

CMAL is the Data Controller (or Controller) for personal information processed as described in this notice. Website: <http://www.cmassets.co.uk/>.

If you have any queries relating to recruitment, please contact info@cmassets.co.uk in the first instance.

If you have any queries regarding the information in this privacy notice, please contact the Data Protection Officer, Liz Taylor – liz@tkmconsulting.co.uk.