

Careers Privacy Policy



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Introduction

At Sorion we are committed to ensuring that your personal information is protected and never misused.

This Careers Privacy Policy explains what personal information we collect, why we collect it, how we use it, the controls you have over your personal information and the procedures that we have in place to protect your personal information. It applies to personal information we collect through our website and any associated applications for employment which come through recruitment agencies and online job sites.

We take responsibility for the personal information we collect about you, and we aim to be transparent about how we handle it, and give you control over it. Please read this Careers Privacy Policy carefully to understand how we handle your personal information.

If you have any questions, comments or concerns about any aspect of this policy or how Sorion handles your personal information please email our HR team on jobs@sorion.co.uk.

Privacy Principles

At Sorion we:

1. Will only ask for or collect the personal information we need.
2. Give you control over the personal information we hold about you.
3. Make sure your personal information is always secure and protected.
4. Are fair and transparent about how we use the personal information we hold.
5. Only ever use your personal information for the purpose that you trusted us to use it for.
6. Will never sell your personal information and only share it as outlined in our privacy policy or when you ask us to.
7. Take responsibility for the personal information that we hold about you.

What personal information do we collect?

Our main reasons for collecting your personal information are to support your application to Sorion, and to comply with our own legal obligations.

We collect personal information from you in a number of different ways; you may share that information with us directly, or we may collect it using other means (for example, from third party sources).

Information you share with us

If you were to apply for a role listed on our website, we require you to provide us with basic information:

- your name,
- your address,
- your email address,
- your contact number,
- your career history (in the form of a CV and Application Form)
- any other personal information you include to support your application

We may carry out telephone interviews. Any personal information you disclose in a phone call will be shared within Sorion as part of the application process.

Information we collect from other sources

We collect some personal information about you from other sources; namely, previous employer(s), your references, recruitment agencies and from providers of services that allow us to verify the details that you provide to us (for example, criminal records or identification checks).

Social Media

You may use social media to discover a career opportunity or contact us about a career at Sorion. We also use social media, job boards and online sites to find and contact potential candidates for roles at Sorion (thereby collecting some personal information about potential candidates from those sites).

If you use social media and make your profile visible to the public, we may review your social media profile. Social media sites, job boards and similar online sites may have their own privacy policies explaining how they use and share your personal information. You should carefully review those privacy policies before you use these sites to make sure that you are happy with how your personal information is being collected and shared.

How do we use your personal information?

We use your personal information in the following ways

- To facilitate your Sorion application,
- To communicate with you about your Sorion application,
- To provide updates to you about any changes to Sorion's policies, terms and conditions and any other matters which we may need to tell you,
- To carry out administration tasks within Sorion,
- To promote and monitor equal opportunities within Sorion,
- To carry out vetting of staff members where required,
- To establish, exercise, defend or protect the legal rights, property or safety of Sorion, our employees, customers, suppliers or other persons,
- To assist in any disputes, claims or investigations relating to your application,
- To comply with our legal, regulatory and professional obligations,
- Otherwise for the lawful operation of our business.

Our legal bases for handling your personal information for the purposes set out in this Careers Privacy Policy are as follows:

- our use of your personal information is necessary prior to entering into a contract with you (that is prior to offering you a job with Sorion),
- our use of your personal information is necessary for complying with our legal obligations, or

Where we collect and handle sensitive personal information (for example, medical information, racial or ethnic origin, or criminal records information), then we will only handle that information:

- where the law permits us to do so, to comply with our legal obligations or to exercise specific legal rights, or
- where you have given us your consent

If we have asked for your consent to collect and handle certain types of personal information, you may withdraw your consent at any time, by contacting HR.

What personal information does Sorion share with third parties?

We never sell your personal information to anyone and only share it as outlined in this Careers Privacy Policy or when you ask us to.

Sharing within Sorion

Access to your personal information is limited to those employees who need it to carry out their role. Those personnel are required to complete mandatory training relating to the handling of personal information and will be monitored to ensure that your personal information is not misused.

Sharing with third parties

We share your personal information with certain third parties who provide services on our behalf. They only have access to the personal information they need to perform those services. They are required to keep your personal information confidential and may not use it other than as we ask them to.

We will share your personal information with third parties:

- if we are required to do so by law,
- where it is in our legitimate interests to do so,
- to respond to any claims, to protect our rights or the rights of a third party, to protect the safety of any person or to prevent any illegal activity,
- to protect the rights, property or safety of Sorion, our employees, customers, suppliers or other persons.

We take responsibility for the personal information that you share with us and require those third parties with whom we share your personal information to apply the same level of privacy protection as is contained in this Careers Privacy Policy.

Reference Policy

- Reference requests will be processed through H.R. and authorised by the Director responsible for Personnel.
- Written permission will be obtained from the employee, during the exit interview, before a reference is given.
- Our references will reflect the choice an employee makes during the exit interview.
- We will take steps to ensure that our references are true, accurate and fair.
- We will consider carefully how to deal with negative information such as details of disciplinary issues.
- We will mark the reference 'strictly private and confidential' and 'to be opened by the addressee only'.
- Secure record-keeping processes are in place to allow for the provision of references on former employees.

How long do we keep your personal information?

We only keep your personal information for as long as we need to, to be able to use it for the reasons given in this Careers Privacy Policy, and for as long as we are required to keep it by law. If you are unsuccessful in your application, we will keep your information in case any other opportunities become available. Your details will be deleted after 3 months of inactivity.

Your controls and choices

Where possible, we give you control over the personal information we collect about you.

You can:

- Object to our use of your personal information for certain purposes,
- Ask to view the personal information which we have on record. A charge of £20 will be made and we will agree how to share this information with you within 30 days.
- Ask us to limit or restrict our use of your personal information,
- Ask us to correct, remove or delete personal information about you,
- Ask us to provide your personal information to a third-party provider of services.

How do we protect your personal information?

We are committed to protecting your personal information. We use appropriate technical and organisational measures, including encryption, to

protect your personal information and privacy, and review those regularly. We protect your personal information using a combination of physical and IT security controls, including access controls that restrict and manage the way in which your personal information and data is processed, managed and handled. We also ensure that Sorion personnel are adequately trained in protecting your personal information. Our procedures mean that we may request proof of identity before we share your personal information with you.

In the unlikely event that we do suffer a security breach which compromises our protection of your personal information and we need to let you know about it, we will do so.

Contact us

If you have any questions, comments or concerns, or would like to make a complaint about how we use the personal information we hold about you, please email our HR team on jobs@sorion.co.uk.