



Thames Water Privacy Notice

Applying for a job with us

September 2020



Purpose

This section of our Privacy Notice explains how we use your data when you apply for a job with us.

Purpose (lawful basis for processing)

Our purpose for processing this information is to assess your suitability for any roles you've applied for and to help us develop and improve our recruitment process.

In applying for a job with Thames Water, you're applying to enter into a contract with us. The lawful basis we rely on for processing your personal data for this purpose is Article 6(1)(b) of the GDPR, which relates to processing necessary to perform a contract or to take steps at your request before entering a **contract**.

As part of your application, you may provide us with information so we can make reasonable adjustments to the recruitment process and to workplace conditions under the Equality Act 2010. In this case, the lawful basis we rely on for processing this information is Article 6(1)(c) to comply with our **legal obligations** under the GDPR.

Where we request special category data, such as ethnicity, as part of your application, we do so on the lawful basis given in Article 9(2)(b) of the GDPR, which relates to our **obligations in employment** and the safeguarding of your fundamental rights and Schedule 1, Part 1(1) of the Data Protection Act 2018, which relates to processing for employment purposes.

If we make a conditional offer of employment, we'll ask you for information so we can carry out pre-employment checks. The lawful basis we rely on to process this data is Article 6(1)(e) for the performance of our **public task**. In addition, we rely on the processing condition at Schedule 1 part 2 paragraph 6(2)(a), **substantial public interest**.

What type of personal information do we process for this purpose?

At the application stage, we process a range of information to help us to identify you, contact you and assess your suitability for the role, including:

- your personal details, including name and contact details
- details of qualifications, skills, experience and employment history
- equal opportunities monitoring information, such as gender, ethnicity, age, marital status and nationality – which is not mandatory
- criminal record, depending on the role applied for
- references and referees

We may ask you to participate in assessment days, complete tests or occupational personality profile questionnaires, attend an interview, or a combination of these.

If we make a conditional offer of employment, we'll ask you for information so we can carry out pre-employment checks. All prospective candidates are asked to provide evidence regarding

their right to work, employment and address history, identification and professional qualifications. Additional checks may be carried out depending on the role to be occupied, eg DVLA check if the role involves driving.

This includes information required to confirm your identity, your right to work in the United Kingdom, and any criminal convictions and offences, where applicable.

If you are successful in your application, we'll ask for information, such as bank details, to process your salary and emergency contact details. We will also carry out medical checks and, in some cases, we may seek information from your doctor.

Sharing data with third parties

We share personal data with our recruitment partners only for the purpose of providing a recruitment service to us.

All permanent and temporary recruitment is managed by our recruitment partner who collects and processes the data on our behalf. Applications are held in our partner's system. Full data is passed to us for permanent/salaried employees. For temporary appointments, our partner holds all the data as the employer but shares with us the name, role, start and end date of the individual.

Background checks are conducted by a third party who retains the data collected and provides us with a certificate at the end of the process.

For further details, please see the list of third parties which is given on our [privacy page](#).