

## **Introduction:**

This privacy notice relates to the working relationship between Network Rail Infrastructure Ltd (Network Rail) and Amberjack Global Ltd (Amberjack) and sets out the purposes for which your personal information may be collected and/or processed by Amberjack and Network Rail relating to your application(s) to our Graduate, Apprentice, Year in Industry or Summer Placement schemes.

Personal data is information which relates to or identifies you either on its own or when it is combined with other information we hold about you.

We take your right to privacy seriously and we want you to feel comfortable with the information you give us. This privacy notice explains everything you need to know about how we manage your data in relation to our recruitment processes.

## **Who is the data controller for your application?**

Network Rail is the Data Controller, for the purposes of data protection law, for the personal data that we collect from you or obtain from you in relation to your application(s) for the above schemes, which we process in accordance with the below Privacy Notice and the Network Rail Privacy Notices:

<https://www.networkrail.co.uk/who-we-are/transparency-and-ethics/data-protection/>

<https://www.networkrail.co.uk/privacy-notice/>

## **What personal information do we hold about you?**

Where you have provided personal data by becoming an applicant to our scheme, we will hold the below data. Denoted in brackets is Network Rail's data classification which informs how this data is stored, how it is processed and who is able to access it.

- Your first and last name (personal)
- Your email address (personal)
- Your address (personal)
- Any disability information provided in relation to reasonable adjustments (sensitive)
- Your racial or ethnic origin (sensitive)
- Your religious beliefs or beliefs of a similar nature (sensitive)
- Your gender (personal)
- Your sexual orientation (sensitive)
- Any offences or criminal investigations\* (sensitive)

- Results of medical screening (sensitive)
- Results of drug and alcohol screening (sensitive)

\*Criminal convictions - All new joiners are subject to baseline personnel security standard set out by the cabinet office and this check is a part of this.

Our suppliers are:

Amberjack – recruitment management

Arctic Shores / Saville Consulting– candidate assessment (Graduate scheme)

Babcock – Pre-employment screening

Security Watchdog – Pre-employment screening

OH Assist – Medical screening

Tazio – Video interviewing provider

#### **How will we record/store/process/protect the information about you**

The below table outlines at what stage of our recruitment processes this data is captured, how long it is retained, which other third-party organisations we share this with and who has access to it:

Note: We may use your Identity, Contact, Technical, Usage and Profile Data to form a view on what we think you may want or need, or what may be of interest to you. This is how we decide which jobs may be relevant to you.

You will receive job communications alerts from us if you have requested information from us or if we have provided you with recruitment services and, in each case, you have not opted out of receiving such alerts.

We may use your Identity, Contact, Technical, Usage and Profile Data to produce management information reporting to allow us to analyse the success and effectiveness of our attraction methods and recruitment processes.

Purpose / activity	Type of data	Legal basis	Applicable scheme	Where this data is held	Retention Period	Who has access	Other organisations this data is shared with
To create a candidate account	Personal Contact	Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract	Apprentices, Graduates & Placements	Applicant Tracking System	Data is anonymised or destroyed 12 months after the campaign review meeting	Scheme recruitment operations team	Amberjack
To complete an application for one of our vacancies	Personal Contact						
	Sensitive						
To complete a Situational Judgement Test	Personal Contact		Apprentices, Graduates & Placements	Applicant Tracking System	Data is anonymised or destroyed 12 months after the campaign review meeting	Scheme recruitment operations team	Amberjack
To screen you against the role you've applied for	Sensitive	Apprentices, Graduates & Placements	Applicant Tracking System	Data is anonymised or destroyed 12 months after the campaign review meeting	Supplier screeners, Supplier recruitment operations team, Network Rail Apprentice year 1 manager & programme delivery manager use criminal conviction flag & information to screen candidate against eligibility for the scheme	Amberjack	

	Personal Technical		Supplier ATS & protected Network Rail computer drive		Supplier screeners, recruitment operations team, Network Rail recruitment team us previously worked at flag & information to screen candidate against eligibility for the scheme		
To administer technical or psychometric testing	Personal Contact		Graduates & Placements	Applicant Tracking System and Tazio server	Data is anonymised or destroyed 12 months after the campaign review meeting	Scheme recruitment operations team	Arctic Shores/ Saville Consulting and Amberjack
To administer a video interview	Personal, and Contact details and video images captured as part of the video interview process		Graduates & Placements	Applicant Tracking System	Data is anonymised or destroyed 12 months after the campaign review meeting	Scheme recruitment operations team	Tazio and Amberjack
To invite you to an assessment centre or interview	Personal Contact Technical		Apprentices, Graduates & Placements	Supplier ATS & protected	Data is anonymised or destroyed	Scheme recruitment operations team &	Amberjack

			Network Rail computer drive	12 months after the campaign review meeting	Network Rail recruitment team		
To perform compliance checks and record your performance at assessment centre	Sensitive Technical		Apprentices, Graduates & Placements	Applicant tracking system and hard copy duplicates stored...	Documents are destroyed 12 months after the campaign review meeting	Network Rail recruitment team, Supplier recruitment operations team & Apprentice admin team	Amberjack and Babcock International
To make you a verbal offer	Personal Contact Technical		Apprentices, Graduates & Placements	Supplier ATS & protected Network Rail computer drive	Data is anonymised or destroyed 12 months after the campaign review meeting	Supplier recruitment operations team & Network Rail recruitment team	Amberjack
To make you a formal, written offer	Personal Contact Technical Sensitive		Apprentices, Graduates & Placements	Supplier ATS & protected Network Rail computer drive	Employee lifecycle if successful, if unsuccessful destroyed 12 months after campaign review meeting	Network Rail recruitment team	Amberjack

To progress your medical or health questionnaire	Personal Contact		Apprentices, Graduates & Placements	OH Assist Portal, Oracle and New Entrant Shared Drive	6 months	Network Rail recruitment team & Optima Health	Optima Health
To process pre-employment screening checks	Personal Contact Sensitive	Processing is necessary for compliance with a legal obligation to which the controller is subject	Apprentices, Graduates & Placements	Security Watchdog portal, Oracle and New Entrant Shared Drive	<ul style="list-style-type: none"> <li>• 6 months after completion – Application will be archived where it is moved to another section of the system and not easily accessible from the dashboard</li> <li>• 1 year after completion – Application will be purged. This is where it is</li> </ul>	Network Rail, Security Watchdog, Disclosure Barring Service & Disclosure Scotland	Security Watchdog, Disclosure Barring Service, plus Babcock International for apprentice schemes

				<p>essentially data cleansed and stripped down to just core data so that if you need to check to see if someone has had a DBS check done and when, you can still do so.</p> <ul style="list-style-type: none"> <li>• 7 years after completion – Application is permanently deleted from the system.</li> </ul>		
To complete your hire onto the appropriate Network Rail scheme	Personal Contact Sensitive		Apprentices, Graduates & Placements	Oracle and New Entrant Shared Drive	Employee lifecycle	Network Rail recruitment team, NRSS Data Changes & NRSS Payroll Processing

## **Your rights in relation to your personal information**

Under GDPR you have a number of rights in relation to your personal information. Details of your rights can be found on the Network Rail Data Protection Webpage (<https://www.networkrail.co.uk/who-we-are/transparency-and-ethics/data-protection>).

By email: [data.protection@networkrail.co.uk](mailto:data.protection@networkrail.co.uk)

In writing:       Data Protection Officer  
                    Network rail  
                    The Quadrant  
                    Milton Keynes  
                    MK9 1EN

You can also contact Network Rail via [Advanced@networkrail.co.uk](mailto:Advanced@networkrail.co.uk)

The Amberjack recruitment team can be contacted via [Enquiry@networkrail.ambertrack.co.uk](mailto:Enquiry@networkrail.ambertrack.co.uk) or Tel: 01635 584137

All data stored by Network Rail and our suppliers will be stored by in the UK.

## **Disclosure of other personal information to Network Rail and Amberjack**

Please be aware of the following:

Facebook – Facebook pages relating to Graduate, Apprentice and Year in Industry schemes are open forums visible to all. Any personal information posted on Facebook is done at the risk of the person posting. Any inappropriate posts will be dealt with / reported as appropriate.

Email – the Graduate and Apprenticeship generic email addresses are accessible by a restricted list of recruitment team members. The inboxes are monitored to respond to emails; any personal information submitted to these inboxes will not be shared without prior consent. However, your email will be responded to as appropriate. Please note that if you are sending an email with special category information (e.g. your disability) you can mark your email as OFFICIAL SENSITIVE PERSONAL making it explicitly clear to handle your email with the appropriate level of care.

## **ACCESSIBILITY**

If you require this privacy notice in a different format, Network Rail will make every effort to facilitate this. Please contact the appropriate graduate or apprentice recruitment team by email to request a different format.