

Arriva Rail London Privacy Policy: New applicants

Last updated: 03/04/2018

Arriva Rail London ("We") are committed to protecting and respecting your privacy.

This policy (together with our Website Terms of Use ([Click here](#)) and any other documents referred to in it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting [our website](#) or providing your information in the circumstances described below, you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 1998 (**the "Act"**), the data controller is Arriva Rail London, Overground House, 125 Finchley Road, London, NW3 6HY.

1. What personal data do we collect?

- **Information provided by you.** You may give us information about you by filling in forms on [our site](#) or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register to use our sites, complete a job application or register to receive email updates. The information you give us may include your name, address, e-mail address and phone number, date of birth, marital status, personal description (including gender), geographical location, employment history, details regarding your right to work in the UK, and salary information.
- **Sensitive personal data.** We may also collect, store and use "special categories" of more sensitive personal information, including race, ethnic origin, religion, sexual orientation and criminal convictions.

2. Cookies

Our site uses cookies to distinguish you from other users of our site. This helps us to provide you with a good experience when you browse our site and also allows us to improve our sites. For detailed information on the cookies we use and the purposes for which we use them see our Cookie policy by [clicking here](#).

3. How do we use your personal data and what is the legal basis for such processing?

The collection of the personal data described above is usually mandatory and, if such personal data is not provided, we will not be able to process your application. Where the collection of any personal data is not mandatory, we will inform you of this prior to collection, as well as the consequences of failing to provide the relevant personal data.

Our legal basis for collecting and using the personal information described above will depend on the personal information concerned and the specific context in which we collect it.

However, we will normally process your personal information only:

- where we have your consent to do so;
- where the processing is necessary to perform our contract with you; or
- where the processing is in our legitimate interests or those of a third party and such interests are not overridden by your data protection interests or fundamental rights and freedoms; and
- where we have a legal obligation to process your personal information.

Information provided by you. We use your personal information as follows:

Purpose of processing	Legal basis for processing
Processing a job application	Necessary for performance of a contract
Checking you are legally entitled to work in the UK	Legal obligation
Equality monitoring	Consent of candidate

If you have questions about or need further information concerning the legal basis on which we collect and use your personal information, please contact us using the contact details provided under the “Questions about this Privacy Notice” heading below.

4. Sharing Your Information

We may disclose your personal data to the following categories of recipient for the purposes described in this Privacy Notice:

- Recruitment system provider
- Reference and DBS check supplier
- Occupational health provider
- Trainee Driver assessment administrators
- Psychometric test provider

We may also disclose your personal data to **any competent law enforcement body, regulator, government agency or other third party** where we believe disclosure is necessary (i) as a matter of applicable law or regulation; (ii) to exercise, establish or defend or legal rights; or (iii) to protect your vital interests or those of any other person;

We operate the London Overground concession under arrangements with the Secretary of State for Transport and the franchise operations may pass to a **successor operator**. We may disclose your personal data to the relevant franchising authority and/or any successor operator and any successor operator must use your personal information only for the purposes disclosed in this Privacy Notice.

Finally, we may disclose your data to any other person to whom you request us to make disclosure or if you consent to such disclosure.

5. Data Retention

We will not retain your personal data for longer than is necessary to fulfil the purposes for which we collected that personal information, unless the law permits or requires that we retain it for longer.

The table below explains in more detail how long Arriva Rail London will store different types of candidate information for:

Candidate Information	
Job application (including personal details and sensitive personal data).	<ul style="list-style-type: none">Unsuccessful candidates: 6 months from the end of the recruitment campaign.Successful candidates: For the duration of employment plus 6 years.

6. Information Security

We apply appropriate administrative, technical and organisational security measures to protect your personal data that is under our control from unauthorised access, collection, use, disclosure, copying, modification or disposal. All information you provide to us is stored on secure servers. We are part of the Arriva plc Group, which trains its employees regarding our data privacy policies and procedures and permit authorised employees to access personal data on a need to know basis, as required for their role. We also take steps to ensure that any service provider that we engage to process personal data on our behalf takes appropriate technical and organisational measures to safeguard such personal data.

7. Updates to this Privacy Notice

We may update this Privacy Notice from time to time in response to changing legal, technical or business developments. When we update our Privacy Notice, we will take

appropriate measures to inform you, consistent with the significance of the changes we make. We will obtain your consent to any material Privacy Notice changes if and where this is required by applicable data protection laws.

You can see when this Privacy Notice was last updated by checking the “last updated” date displayed at the top of this Privacy Notice.

8. Your Data Protection Rights

You have the following data protection rights:

- If you wish to access, correct, update or request deletion of your personal information, you can do so at any time by submitting a request in writing to the Head of HR Service Delivery at data.protection@arrivarl.co.uk.
- In addition, you can object to processing of your personal information, ask us to restrict processing of your personal information or request portability of your personal information. Again, you can exercise these rights by contacting the Head of HR Service Delivery at data.protection@arrivarl.co.uk.
- If we have collected and processed your personal information with your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

9. Questions about this Privacy Notice

If you have any question, concerns or complaints about this Privacy notice or our handling of your personal data, you can contact us by email on data.protection@arrivarl.co.uk or by post to the following address:

HR Department
Overground House
125 Finchley Road
London
NW3 6HY

If you are unsatisfied with the response, you can contact Arriva plc's Data Protection Officer at data.protection@arriva.co.uk.

You have the right to complain to a data protection authority about our collection and use of your personal information. If you are based in the European Economic Area, please contact your local data protection authority. (Contact details for data protection authorities

in the European Economic Area, Switzerland and certain non-European countries are available on the EU Commission's website via the following link):

http://ec.europa.eu/justice/data-protection/article-29/structure/data-protection-authorities/index_en.htm)