



DYNAMIC - YMGEISYDD SWYDD HYSBYSIAD PREIFATRWYDD

Beth mae'r hysbysiad hwn yn ei gwmpasu

Mae Dynamic wedi ymrwymo i ddiogelu preifatrwydd a diogelwch eich gwybodaeth bersonol.

Mae'r Hysbysiad Preifatrwydd hwn yn disgrifio sut rydym yn casglu ac yn defnyddio gwybodaeth bersonol amdanoch yn ystod ein proses recriwtio, yn unol â deddfwriaeth diogelu data.

Hunaniaeth y rheolydd data

Mae Dynamic yn 'rheolwr data'. Mae hyn yn golygu ein bod yn gyfrifol am benderfynu sut rydym yn cadw ac yn defnyddio gwybodaeth bersonol amdanoch. Mae'n ofynnol i ni o dan ddeddfwriaeth diogelu data eich hysbysu o'r wybodaeth sydd wedi'i chynnwys yn yr hysbysiad preifatrwydd hwn.

Nid yw'r hysbysiad hwn yn rhan o unrhyw gontract cyflogaeth neu gontractau eraill i ddarparu gwasanaethau. Gallwn ddiweddarau'r hysbysiad hwn unrhyw bryd.

Mae'n bwysig eich bod yn darllen yr hysbysiad hwn, ynghyd ag unrhyw hysbysiad(au) preifatrwydd eraill y gallwn eu darparu yn y dyfodol, fel eich bod yn ymwybodol o sut a pham rydym yn defnyddio gwybodaeth o'r fath wrth gasglu neu brosesu gwybodaeth bersonol amdanoch.

Categoriâu o ddata personol rydym yn eu prosesu

Byddwn yn casglu, storio a defnyddio'r categorïau canlynol o wybodaeth bersonol amdanoch:

- manylion cyswllt personol (gan gynnwys enw, teitl, cyfeiriadau, rhifau ffôn, cyfeiriadau e-bost personol).
- manylion eich cymwysterau, sgiliau, profiad a hanes cyflogaeth.
- gwybodaeth am lefel gyfredol eich tâl, gan gynnwys hawliadau budd-daliadau.
- a oes gennych unrhyw anabledau y mae angen i ni wneud addasiadau rhesymol ar eu cyfer yn ystod y broses recriwtio.
- gwybodaeth am eich hawl i weithio yn y DU.
- gwybodaeth arall sydd wedi'i chynnwys mewn CV neu lythyr eglurhaol neu fel rhan o'r broses ymgeisio.
- gwybodaeth monitro cyfle cyfartal, gan gynnwys gwybodaeth am eich hil neu ethnigrwydd, credoau crefyddol, cyfeiriadedd rhywiol a barn wleidyddol.
- gwybodaeth am gofrestrïadau proffesiynol neu reoleiddiol.

gwybodaeth am euogfarnau a throseddau troseddol.

Ffynonellau data personol

Rydym ni'n casglu gwybodaeth bersonol amdanoch chi trwy'r broses ymgeisio a recriwtio, naill ai'n uniongyrchol oddi wrthyd chi neu oddi wrth asiantaeth gyflogi neu ddarparwr gwiriad cefndir. Efallai y byddwn weithiau'n casglu gwybodaeth ychwanegol gan drydydd partion gan gynnwys cyn gyflogwyr ac asiantaethau gwirio credyd.

Ein sail gyfreithlon ar gyfer prosesu eich data

Byddwn yn defnyddio eich gwybodaeth bersonol yn yr amgylchiadau canlynol:

- ble mae angen i ni gymryd camau ar eich cais cyn ac wrth ymrwymo i gontract gyda chi.
- ble mae angen i ni gydymffurfio â rhwymedigaeth gyfreithiol.
- ble mae'n angenrheidiol ar gyfer ein buddiannau cyfreithlon ni neu rai trydydd parti ac nad yw eich

buddiannau a'ch hawliau sylfaenol yn drech na'r buddiannau hynny.

We will process health information if we need to make reasonable adjustments to the recruitment process for candidates who have any disabilities.

We will process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, for equal opportunities monitoring purposes as permitted by data protection legislation.

For some roles, we will be obliged to seek information about criminal convictions and offences. We will only seek this information if it is necessary to do so - such as to comply with a regulatory requirement to establish whether or not an individual has committed an unlawful act.

Our purposes for processing your data

- making a decision about your recruitment or appointment.
- determining the terms on which you work for us.
- checking you are legally entitled to work in the UK.
- administering the contract we are proposing to enter into with you.
- assessing qualifications to determine your suitability for a particular job or task.
- checking you are able to undertake regulated work with vulnerable groups.
- education, training and development requirements.
- complying with health and safety obligations.
- to prevent fraud.
- equal opportunities monitoring.

Some of the above grounds for processing will overlap and there may be several grounds that justify our use of your personal information.

We will not use your data for any purpose other than the recruitment exercise for which you have applied. If your application is unsuccessful, and we would like to keep your personal data on file in case there are future employment opportunities for which you may be suited, we will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

Who has access to your data?

Your information will be shared internally with employees involved in the recruitment process and decision making, employees within our HR team, and IT employees only if access to the data is necessary for the performance of their roles.

We will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. We may then share your personal information with third parties if required by law or where we have a legitimate reason for doing so.

Recipients of your data may include former employers whom we obtain references from, organisations who carry out employment background checks, and any regulatory bodies where enhanced checks are needed.

When sharing your information with third parties, we will ask that they respect the security of your data and treat it in accordance with the law.

We may transfer your personal information outside the UK. If we do, you can expect a similar degree of protection in respect of your personal information.

Security of your data

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we ensure that

access to your personal information is limited to those employees, agents, contractors and other third parties who have a business need to access this.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How we decide how long to retain your data

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data. We also consider the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means.

Your rights

You have the right to:

- **request access** to, and a copy of, your personal information.
- **request correction** of the personal information that we hold about you.
- **request that we delete your** personal information.
- **object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
 - you also have the right to object where we are processing your personal information for direct marketing purposes.

If you believe the Dynamic has not complied with your rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

There is no statutory or contractual requirement on you to provide us with personal data, however, if you do not provide personal data, it is likely to be impossible for Dynamic to progress with your job application or enter into an employment relationship with you.

Automated decision-making

Dynamic may make use of electronic automated decision-making systems. We would only do so in the following circumstances:

- where we have notified you of the decision and given you 21 days to request reconsideration
- where it is necessary to perform the contract with you and appropriate measures are in place to safeguard your rights
- in limited circumstances, with your explicit written consent and where appropriate measures are in place to safeguard your rights.

Employment decisions are not based solely on automated decision-making.

Changes to this privacy notice

Dynamic reserves the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.