



Description of the Data Processing activities Broadbean performs on your behalf and data inventory (15 November 2019)

This document only covers the processing of personal data as defined by and subject to the General Data Processing Regulation. The activities have been summarised at a product level and apply if you have purchased those products from us.

Where you have purchased one or more of the products below we consider the information shown to be your written instructions to us to perform the actions listed in accordance with the General Data Protection Regulation.

This document may be updated from time to time as and when new features, functionality or products are released that involve the processing of personal data belonging to a customer of Broadbean. Broadbean is under no obligation to provide notice of any changes or updates.

Aplitrak

We will receive to our servers the applications from job seekers in response to recruitment advertisements distributed by you using our software. This will include applications received from your own website where an integration has been built between your website and Broadbean.

Those applications will typically consist of a name and contact details plus a covering letter and a CV (Curriculum Vitae) but may also include additional information such as candidate profiles and answers to pre-screening questions. The extent of the information we receive is dependent upon the source of that application and any parameters you have agreed yourself directly with that source. The appendix to this document provides a list of the data points we may receive and store in the course of the above.

We will provide functionality for the purpose of allowing you to organise, manage and contact applicants, including performing the following actions:

- Open, download and review those applications on screen and to print them if required
- Apply a ranking to the applicants using a flagging system whereby we will store that ranking against that application
- Allow the creation of folders and hotlists to which candidates can be assigned. Both functionalities provide ways to group and navigate to candidates more efficiently.
- To engage with candidates that have applied for roles via email. Such communication is not limited to just the role they have applied for
- To forward candidates on to others by email or to restricted domains
- To store notes against a candidate record
- To forward a candidate on to your Recruitment CRM (where this functionality has been purchased and detailed below under CRM Integration)

We will hold this data for a period of 6 months unless you instruct us in writing otherwise. The maximum period we will hold this data for is 12 months. If you require us to hold candidate data for longer than 12 months our Internal Search Product (detailed below) will be required which is a separate chargeable product.

All data we hold is stored in your account on our systems, kept logically separate from and not available to any other customers.

Internal Search (Also known as TalentSearch)

We will take candidates selected by you and transfer their data (which will comprise their original application and associated data described above under Aplitrak) to a database of candidates exclusively for your use.

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We may also at your request import into your Internal Search instance the last 3-6 months of your applications received into our servers.

We will store against each candidate record the original role they applied to, together with the flagging history and any notes added to their original application. Where a candidate has applied to multiple roles advertised by your organisation we will store their application history (including any ranking flags you applied) and display that whenever you view that candidate record.

Your users will be able to search that database of candidates to find any that are suitable for positions you are trying to fill.

We will provide functionality for the purpose of allowing you to organise, manage and contact applicants, including performing the following actions:

- Open and review candidate records
- To engage with candidates via email
- To forward candidates on to others or to restricted domains
- To store notes against a candidate record
- To update various criteria based on the candidates application, such as industry sector/s and employment type
- To forward a candidate on to your Recruitment CRM (where this functionality has been purchased and covered below under CRM Integration)
- To add a tag to the candidate record to facilitate grouping and faster searching
- To add a candidate to a longlist to facilitate grouping and faster candidate recall
- To make every candidate available to every user in your Broadbean account

We will hold the data in your instance of Internal Search for a period of 2 years unless you instruct us otherwise in writing. The maximum period we will store data for is 5 years.

All data we hold is stored in your account on our systems, kept logically separate from and not available to any other customers.

External Search

The product allows you to search Job Board CV databases, Social Media channels, and other sources of candidates that you have access to. Where your recruitment CRM is integrated we also search the candidates contained in that database as well.

We enable you to view information about candidates you find on screen. The extent of the information that you can see on screen depends on the information returned to us by the channel you are searching.

We provide functionality to enable you to download candidate records from the channels you are searching. The nature of the information downloaded depends on the channel from which you are downloading that information but typically comprises a CV and a candidate profile. If you have our TalentSearch product (as set out above) downloaded candidates will be automatically added to your TalentSearch database.

We will provide functionality for the purpose of allowing you to organise, manage and contact applicants, including performing the following actions on candidate data that you have downloaded and we have stored on your behalf:

- Open and review candidate records
- To engage with candidates via email
- To forward candidates on to others by email or to restricted domains
- To store notes against a candidate record
- To forward a candidate on to your Recruitment CRM (where this functionality has been purchased and covered below under CRM Integration)
- To shortlist a candidate against adverts you have in Aplitrak (where Aplitrak has been purchased and covered above)

We will store on your behalf any candidate records you download on our servers for a period of 6 months unless you instruct us in writing otherwise. The maximum period we will hold this data for is 12 months. If you require us to hold candidate data

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for longer than 12 months our Internal Search Product (detailed above) will be required which is a separate chargeable product.

All data we store is stored in your account on our systems, kept logically separate from and not available to any other customers.

CRM Integration

Where you purchase access to a specific integration we will take candidate applications received in response to adverts posted via our system or from candidate records downloaded using our external search product and parse that data creating a structured data record about that candidate. We use third party software hosted on our systems to perform these parsing activities.

We make this structured data available for your CRM provider to retrieve and pull into you CRM instance.

The full range of data available to your recruitment CRM is contained in the appendix to this document. The actual structured data we pass to your recruitment CRM can vary by provider and if you require further detail in this area please speak to our support team or directly to your recruitment CRM.

Broadbean Account Setup

In addition to the candidate data covered by the product descriptions above, we may also retain elements of personal data about your employees when you set them up as users of the Broadbean services to which you subscribe.

The setting up of users is under the control of the super- admin user that you instruct us to setup when we first create your account.

For all users on our system we store the information below on our servers:

- Name & Surname
- Email Address
- Telephone
- Fax
- Username
- Single sign-on details to provide access to LinkedIn and similar networks when instructed to do so

The setting up of your account will also see us storing the login credentials of the various job boards and other channels you utilise through Broadbean. Where your job board login details use an individual's email address we will store that in our system.

This information is held solely for the purposes of users accessing and using the Broadbean services to which you have subscribed.

This information is held on our services for the entire duration over which you are a customer of Broadbean. This information is not shared with any third parties.

Broadbean Support

Personal data about client employees and client candidates may also be accessed and processed for the purposes of providing Account Management, Customer Support and troubleshooting client-reported issues.



Appendix	PRODUCT SETS					
	Adcourier	Aplitrak	Aplitrak Mobile App	Search - External	Search - Internal	Integrations Platform
DATA TYPE						
Candidate						
<i>Structured</i>						
Name & Surname		X	X	X	X	X
Email Address		X	X	X	X	X
Home Address		X	X	X	X	X
Postcode		X	X	X	X	X
Mobile Phone		X	X	X	X	X
Home Phone		X		X	X	X
Date of birth		X		X		X
Citizenship		X		X		X
Gender		X	X	X		X
<i>Current Job Title?</i>		X	X	X	X	X
<i>Current Employer?</i>		X	X	X	X	X
<i>Length at Employer?</i>		X	X	X	X	X
<i>Education History?</i>		X	X	X		X
<i>Skills</i>		X		X		X
<i>Desired Salary</i>		X			X	X
<i>Notice Period</i>		X			X	X
<i>Availability Date</i>		X			X	X
<i>Recruitment Status</i>		X			X	X
<i>Tags/Hotlists</i>		X		X	X	
<i>Old Responses Hotlists</i>		X				
<i>"My Folders"</i>		X				
<i>Longlists</i>				X		
Application History		X	X			X
Flagging History		X	X	X		
<i>Unstructured</i>						
CV doc		X	X	X	X	X
Cover Letter		X		X		X
Application Message		X				X
PSQ answers		X				X
Portfolios		X		X	X	X
Scan of Qualifications		X		X	X	X
Candidates Notes		X		X	X	



Candidate comm (emails)		X		X	X	
Consultant actions		X		X	X	
Appendix	PRODUCT SETS					
	Adcourier	Aplitrak	Aplitrak Mobile App	Search - External	Search - Internal	Integrations Platform
DATA TYPE						
Recruiter						
Name & Surname	X	X		X		X
Email Address	X	X		X		X
Telephone	X	X		X		X
Fax	X	X				
Username *	X	X	X	X	X	X
Account Set-up						
Admin name	X	X		X		X
Admin email	X	X		X		X
Admin phone	X	X		X		
Recruiter work email *	X	X		X	X	
Recruiter username *	X	X		X	X	
Recruiter JB subscriptions*	X	X		X		
Contact details	X	X		X	X	X
LinkedIn individual logins	X	X				
Twitter individual logins	X	X				

This data inventory lists only personal data points as defined by Data Protection legislation.

Candidate = data extracted from or received with applications received into the Broadbean system together with data obtained directly into the Broadbean systems from your users.

Recruiter = data we store about the users you have set-up on our software.

Account Set-up = data we store in order to create your organisations account on our software.

An X indicates we store that data point in the product listed.

*Data points marked with an * are listed as they could contain personal details*