

Recruitment Data Privacy Notice

This privacy notice sets out how the data that you provide to us will be used throughout our recruitment process and how we protect your personal data in accordance with the most recent Data Protection Regulations.

Your Information

We use your personal data made available by you exclusively for the purpose of processing your job application. Your personal data is not passed on, sold on or otherwise transferred unless this is necessary for the purpose of the recruitment process.

Purposes

We use your personal data in order to process and consider your application, including conducting eligibility checks. We will also use any information you or others provide to consider your application and for our legitimate interests in managing the recruitment process.

Should your application be successful, relevant data that you have provided will be used in order to administer your subsequent employment. This will be stored in accordance with our internal data and privacy policy (available upon offer of employment).

References

As part of our process, we will ask successful candidates to provide details for at least two referees.

By providing referee details you confirm that you have obtained all necessary consent from those individuals in order for us to collect such information for the purpose of an employment or character reference.

Background checks

As part of our process we will require background checks in relation to criminal convictions. We will use a third party service in order to carry out those checks on our behalf.

We will only carry out background checks in accordance with the law and with your consent.

Legal basis

Your data is being processed because it is necessary for ;

- the legitimate interests of the business in relation to our recruitment and selection processes;

- for compliance with legal obligations to which the business is subject;
- for the taking of steps at the request of the individuals with a view to entering a new contract.

Retention of your data

We will hold details of your application for a period of 12 months following the last contact we have with you. We store your data for this time to deal with any matter that may arise in relation to your application.

Disclosure to third parties

Personal data will be shared between third parties as mentioned in this policy for recruitment and selection purposes only.

Personal data may be shared with government authorities if required by law to do so.

Security

We have taken appropriate measures to protect your data from misuse, unauthorised access or disclosure, loss, alteration or destruction.

Your rights

If you wish to access your personal data please contact a member of our recruitment team on 01229 585693

You have the right to ask us to rectify and delete your personal data, to restrict its use, or to transfer your data. You also have the right to request further information about the use and handling of your personal information and have the right to object to any further processing of your data by us.

All requests will be dealt with in a timely manner .

Access may be denied in some instances if making the information available would reveal personal information about another person or if we are legally prevented from disclosing such information.