



CANDIDATE DATA PRIVACY POLICY

GENERAL DATA PROTECTION REGULATIONS 2018

We take the handling of your personal data very seriously, and we want you to be aware how we use the data you provide to us when you apply for a job.

We hold the personal data that you have supplied us with, for example, your name and work experience details. This data is kept in paper recruitment files and stored electronically and can only be accessed by Human Resources and colleagues involved directly in your recruitment process.

We use this data for some regular tasks, such as assessing your skills for interview, inviting you for interview or checking credentials.

We never give any data about any of our candidates to marketing agencies or to unauthorised members of staff. Your data is not transferred outside the EEA.

Your rights

Please note that you can record an objection to the way we process your data, however we are required to hold certain data that is legally required for us to check your status and to conduct business. If your application is unsuccessful, we will hold your data for 6 months, after which the data will be fully destroyed. A list of lawful bases for data processing is shown below.

You have a right to access the data that we hold relating to you personally. If you would like to see this data please submit a formal Subject Access Request (SAR) to Human Resources. You also have a right to request that any inaccurate data is amended or deleted.

However, please also note that we are sometimes ordered by law to release information and we would not be able to refuse to do this, however you do have the right to record an objection in this case. We would inform you should your withdrawal of consent have to be tempered by these requirements. If you are concerned that we have not met our obligations with regard to your data privacy, you have the right to complain to the ICO.

Please remember that you should inform us if your personal details change at any time. If you have any questions, please contact the Human Resources Manager.



Table of Candidate Data Processing

Type of Data	Lawful Reason	Where data is kept	Who the data may be shared with	Data retention period
Contact details	To conduct and liaise with you regarding the recruitment process	Sharepoint, Outlook and paper files.	This data is shared internally with recruiting managers directly involved in your recruitment process.	6 months
Recruitment records including CV, job application data and references	To carry out the recruitment process and to prevent fraudulent applications	Sharepoint, Outlook and paper files.	This data is shared internally with recruiting managers directly involved in your recruitment process.	6 months