

## **Introduction**

Any information received from you by the Company will be used for recruitment purposes only. It will be treated in the utmost confidence in accordance with the Company HR General Data Protection Regulations Policy.

## **Type of Data Collected**

- The Company will need to collect a range of information about you during the recruitment process including:
- Your name and contact details
- Your qualifications, experience skills and employment history
- Whether you have the right to work in the UK
- Your current salary and benefits
- Whether you have a disability for which we need to make reasonable adjustments during our recruitment procedure.

The data will be collected from your CV and covering letter, application form, exam certificates, passport or other identity documents.

The information will be stored securely on our internal IT systems and in paper form within the HR Department.

## **How the data collected from you will be used**

During the recruitment process your information will be confidentially shared internally with any Partnership members who are directly involved in the recruitment process for the position for which you have applied, this may include Directors, Managers, Supervisors and the HR Team. It will also be used where you may be considered for other suitable vacancies within the Company.

The Company may also obtain information and share your information with former employers in order to obtain references, confirm qualifications and other appropriate information.

Your data will be used to comply with legal obligations, for example checking your right to work within the UK before employment commences.

Your data will be held to fulfil legitimate business interests, including being able to manage the recruitment process, assess your suitability for the role and decide whether to employ you. Your data will also be retained to defend the Company against any legal claims.

The Company will not share your data with any other third parties or transfer it outside of the European Economic Area.

## **Data Storage and Retention**

If your application is unsuccessful, the Company will keep your information on file for 6 months after notification of outcome. If you wish your data to be kept for a longer period in order to be considered for any future suitable vacancies that arise for a total period of 12 months, you should put your request to us in writing to us. You are free to withdraw this consent at any time.

## **Your Rights and Obligations**

Under the General Data Protection Laws you have the right to:

- Request a copy of the information that we hold about you.
- Ask the Company to amend incorrect or out-of-date data.
- Ask for the Company to erase or stop processing your data if it is no longer necessary for it to be held for its' original purpose.
- Object to the Company processing your data where we are relying on legitimate interests as the legal basis for processing.
- Complain to the Information Commissioner's Office if you believe that the Company has breached your data protection rights.

## **Automated Decision Making**

We do not base our recruitment decisions on automated decision making.

## **Changes to Privacy Policy**

The Policy will be reviewed on a regular basis.

Please contact the HR Manager if you have any questions concerning this Privacy Policy Statement.

## **On Behalf of the Board of Directors as a collective**



**Darren Emms**  
Secretary

**The Alan Nuttall Partnership Ltd**  
**Effective from June, 2015**