

# Recruitment & Selection Privacy Notice

## Privacy Statement

Here at Encore Enterprises CIC we take your privacy seriously and will only use your personal information to administer your application for employment. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries.

## Personal Data We Collect

We collect the following personal data relating to your employment application:

Contact Details (Name, Address, Email Address, Telephone &/or Mobile Number)

Employment history

Qualifications

Equality of Opportunity (Disability Details) under Special Categories

## How We Use Personal Data

Your personal data will be used to process your employment application.

## How Long We Will Hold Personal Data

Successful candidate's data will be held under the company's General Data Protection Policy details of which will be made available upon the offer of employment.

Unsuccessful candidate's data will be held for a period of 2 years from the date of the successful applicant being appointed after which it will be confidentially destroyed.

## Reasons We Share Personal Data

We may share your personal data with our HR department to aid our selection process.

We will not normally share personal data with anyone else, but may do so where:

- There is an issue that might put the safety of our staff or our children and young people at risk
- We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this

We will also share personal data with law enforcement and government bodies where we are legally required to do so.

## How We Protect Your Personal Data

We use password-protected storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised, we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

## Your Rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Encore Enterprises CIC is relying on its legitimate interests as the legal ground for processing.

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Encore Enterprises CIC during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.