



## Privacy Notice for Job Applicants/Contractors

As part of any recruitment process, the Company collects and processes personal information relating to job applicants. This personal information may be held by the Company on paper or in electronic format.

The Company is committed to its data protection obligations under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018. The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information during the recruitment process. We are required under the GDPR to notify you of the information contained in this privacy notice.

This privacy notice applies to all job applicants and contractors, whether they apply for a role directly or indirectly through an employment agency. It is non-contractual.

### **What will we do with the information you provide to us?**

The Company collects personal information about you during the recruitment process either directly from you or from a third party such as an employment agency. Personal information is any information about an individual from which that person can be directly or indirectly identified.

You are under no statutory obligation to provide personal information to the Company during the recruitment process. If you fail to provide certain personal information we may not be able to process your job application.

The Company has internal policies and controls in place to prevent your personal information from being accessed in an unauthorised way. Your personal information may be shared internally within the Company for the purposes of the recruitment exercise. The Company will not share your personal information with third parties process unless we make you an offer of employment or engagement. At that stage, we may also share your personal information with third parties including external organisations and or former employers, the DBS, to obtain a criminal record check and professional advisors, such as lawyers

We will not share any of the information you provide with any third parties for marketing purposes or store any of your information outside of the European Economic Area.

### **What information do we ask for, and why?**

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and answers to questions relevant to the role you have applied for.

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. We will only use your personal information for the recruitment exercise for which you have applied.

If your application for employment or engagement is successful, personal information gathered during the recruitment process will be retained for the duration of your employment or engagement and in accordance with the privacy notice for employees.

If your job application is unsuccessful, the Company will not retain any personal information about you.

Please refer any questions about this privacy notice via email to [GDPR@guyson.co.uk](mailto:GDPR@guyson.co.uk)