

## Privacy Policy Relating To Recruitment Data

This policy describes how we collect and use personal information about you, in accordance with the General Data Protections Regulation (GDPR) 2016.

We have a legitimate interest and legal obligation to store and process your data in order to validate your suitability to the role you have applied for and to progress your application appropriately, this means we process your personal data for recruitment purposes only.

Your data is held on a need to know basis; some of which is stored and/or processed by us as a recruitment team and some by our hiring managers.

We use the following systems to store and process your data:

### Broadbean

This is a third party system which we use to gather personal information. Broadbean is connected to various external Jobs Boards from which you may have submitted your application in response to an advertisement we placed. Each Job Board has its own specific Privacy Policy.

- Any information you provide through Broadbean in relation to our jobs is fed directly to us.
- We use this information for the purpose of assessing your suitability for the roles you have applied for.
- We hold this information for a period of up to 6 months, after which time it is deleted.

### Internal Data Base

We also use our own internal data base to process and store your information for the purpose of assessing your suitability for a job you have applied for. This information is held securely on our business server and deleted after 6 months.

We have implemented significant security measures to keep your data protected, this includes restricting access to our data base to only those who need access, monitoring access to data, backing up our systems and performing regular reviews of our information security arrangements.

### Data Retention

We store all the personal information you provide on a secure server which is subject to strict security requirements. We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for and will retain this information for a period of 6 months.

## Failure To Provide Data To Us

Please note, we require your personal information to be able to assess your suitability for employment. If you do not provide this, we would be unable to pursue your application.

## Data Access

You can access your data at any time by submitting a Subject Access Request ("SAR"). We will confirm what data is being processed and provide you with an electronic copy of such data in addition to confirming your data rights.

In exercising your subject access request right, we will endeavour to take appropriate action within one month; should the request be complex we can extend this by a further two months but we will inform you should this occur. However, if we cannot complete your request, we will inform you within one month and explain why.

We may be required to confirm your identity when you make a request. In this circumstance, we will require confirmation through an official document, e.g. passport, driving licence, or a birth certificate.

We reserve the right to refuse to provide information if this will prejudice the rights of other candidates.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights as detailed below).

However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive.

## Data Rectification

If you wish to amend any inaccurate data that we hold, please notify The Recruitment Team. We will make the amendment as soon as possible.

The Recruitment Team  
The Claims Guys  
Lynnfield House  
Church St  
Altrincham  
WA14 4DZ

Email: [jobs@theclaimsguys.co.uk](mailto:jobs@theclaimsguys.co.uk)

## Data Erasure

We can erase or “forget” your data when requested by you in the following circumstances:

- You are no longer an applicant;
- Your legitimate interest overrides ours; or
- There is a legal obligation to erase your data.

If you request for your data to be erased, we will confirm whether this can take place and the next steps that we will take. There may be some data that we are required to retain in order to honour our legal obligations. If we cannot erase your data, we will explain why.

Should you need to make a request to erase your data, you can write or email us at the addresses above.

## Data Restriction

You can restrict us from processing your data in the following circumstances:

- You believe your data is inaccurate;
- You believe your data has been unlawfully processed but do not want us to delete your data;  
or
- We no longer need your data but it is required by you for making or defending a legal claim.

If you make a Restriction request we will confirm whether this can take place and the next steps that we will take. If we cannot restrict your data, we will explain why.

If we can restrict your data, we will still store a copy but cannot use it and will inform you if the restriction needs to be lifted.

Please note, we need to process your data in order to assess your suitability for employment with us. As such, we will notify you of any consequences of restricting your data.

## Data Portability

You can request your data in a commonly used electronic format, and for us to transfer this to another entity or person. This will only apply to information which is processed by automated means (i.e. by a computer). Where feasible, we will send your data directly to another entity or person.

## Object To Data Processing

You can object to the processing of your data at any time. This right will only apply if we are using your data in relation to a legitimate interest as explained above. We will no longer process your data unless we have a compelling and legitimate reason to do so. In this case, you will be informed why we cannot stop processing your data.

## Right To Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact us. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

The Recruitment Team  
The Claims Guys  
Lynnfield House  
Church St  
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WA14 4DZ  
Email: [jobs@theclaimsguys.co.uk](mailto:jobs@theclaimsguys.co.uk)

## Lodge a Complaint With Our Regulator

We are Regulated by the Information Commissioner's Office (ICO) in respect of our obligations to protect your data. You have the right to make a complaint about our use of your data to the ICO, who will investigate this on your behalf. The ICO will only investigate complaints made within three months of your last contact with us.

You can contact the ICO through their website: <https://ico.org.uk> or by telephone: 0303 123 1113.