

**Privacy Policy Template**

By submitting an application to us whether via a job board, our company website, email, referral or directly to the \_\_\_\_\_ team, you are authorising our company to use the personal data provided to us, in relation to the role that you are applying for. You are also authorising us to hold your personal data within our candidate database for reference to future roles; and to contact you regarding any such roles.

Any information you submit will be stored securely by \_\_\_\_\_. Acting as the data controller, \_\_\_\_ will only share your details with managers within the organisation whose vacancies you are applying for.

**Your information is held and processed under the legal basis set out in the new GDPR regulations. The legal basis for this will be as follows:**

* For the legitimate interest of keeping you updated on your application progress
* Your consent, for the purpose of informing you of any other job opportunities that may become available.
* To perform any contract, or to enter into a contract, with you.
* To ensure that we comply with our statutory obligations.

**Your personal details, including name, address, e-mail, CV and any personal information contained within your CV such as employment history, date of birth etc. together with responses to any application questions are held and used to:**

* Assess any applications made by you for any vacancies advertised by \_\_\_\_\_.
* Match your details and make you aware of other potential job opportunities
* Keeping you up to date with newsletters and occasional surveys

All personally identifiable information will be stored by \_\_\_\_\_ for 12 months following your most recent application for a job and/or when that job closes. You will then be invited to opt in for your details to be retained on our system for a further 12 months. If you chose not to opt in it will be automatically deleted from our system. Any data collected by \_\_\_\_\_ will not be shared outside of the EU.

Third Parties

Sometimes, where necessary, we may pass data to third parties that help us process data for the purpose of recruitment. More specifically one of these third parties is used to provide with an applicant tracking system. We may also share aggregate information to selected third parties but only as part of the recruitment process.

How We Will Contact You

\_\_\_\_\_ may contact you via email, SMS or telephone to keep you updated on the progress of your job application. Decisions may be made as to your suitability for a role, based on the answers given in response to questions on the application form for a specific vacancy. This decision is not automated and is decided by employees of \_\_\_\_\_.

Portability and Access to Data

The right to data portability allows individuals to obtain and reuse their personal data for their own purposes across different services.

Please contact (\**a senior member of staff contact details*\*) if you require a copy of the electronic data we are holding. Any requests will be responded to and completed within one month.

Right to be forgotten

As a candidate who has supplied their personal details you have the right to be forgotten. At any time, you can therefore request in writing that your personal data be removed from our systems. If, however, you are either made an offer by the company or you commence employment with the company then we retain the right to decline any request to be forgotten as we may need to retain your personal data for regulation purposes.

Should you wish for your data to be deleted from our system, or rectified due to inaccuracy or incompletion, please contact \_\_\_\_\_. Any requests will be dealt with within 28 days.

Should you have any objection to any processing of your data or wish to limit any further processing, please contact \_\_\_\_\_.

Cookies

We may collect information about your computer, including your IP address, operating system and browser type, for system administration and in order to create reports. This is statistical data about our users’ browsing actions and patterns and does not identify any individual. The only cookies in use on our site are for google analytics. Google Analytics is a web analytics tool that helps website owners understand how visitors engage with their website. Google Analytics collects information anonymously. It reports website trends without identifying individual visitors.

Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.