

## **Recruitment Fair Processing Notice**

Your privacy is important to Thatcham. Before sending us your details please read this statement to make sure you are happy for the Company to collect and process your data as part of its recruitment process.

## **Recruitment Data Privacy Statement**

In order to operate the company's recruitment process we will collect and store personal information you provide to us via the online application portal, via recruitment agencies or by sending your CV to us directly. When you apply for a specified vacancy or send us your details on a speculative basis you will be providing certain information about yourself to the Company.

### **What information do we hold and process?**

- Name, address and contact details including email address and telephone number(s).
- Skills, experience and employment history with previous employers.
- Equal opportunities monitoring information, including gender identity, racial or ethnic origin, sexual orientation, health, and religious or other beliefs

### **Why does the Company collect and process this data?**

For legitimate business interests when establishing suitability for the vacant role and on a legal basis as not to discriminate against job applicants on the grounds of any protected characteristics.

We will always balance your right to privacy where we use your data for our own legitimate business interests.

Where we process special categories of data, such as information about racial or ethnic origin, sexual orientation, health, and religious or other beliefs, this is for equal opportunities monitoring purposes.

### **Who has access to this data?**

Throughout the recruitment and selection process your data will only be accessible to the recruitment and HR teams and managers and individuals involved in the recruitment for the specific vacancy or where a CV is sent speculatively to the Company.

The Company may also share your data with third parties in order to:

- Obtain pre-employment references from previous employers with your consent
- Obtain employment background checks from third party providers

Data collected only for equal opportunities monitoring purposes, such as racial or ethnic origin, sexual orientation, health, and religious or other beliefs, will only be accessible to the recruitment team.

### **How long does the organisation keep your data?**

For unsuccessful applicants your contact details, CV (including speculative CV's) and any interview notes will be held for a period of 12 months from the date that you provided your CV to us.

However, if the Company would like to retain your details for future suitable vacancies, at the appropriate time, the Company will communicate and seek further consent from you to keep your details for a further period of time.

Data collected for equal opportunities monitoring purposes will only be retained in an anonymised

form after the initial 12 month period.

For successful applicants, all data gathered throughout the recruitment process will form part of your employment details and are covered by their own privacy notice.

### **How does the Company protect your personal data?**

The Company takes the security of your data seriously. There are internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the Company engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of the data.

### **Your rights:**

You have the right to know what personal data we hold about you and to be provided with a copy and to have any inaccurate information corrected. You may also have rights to restrict some of the processing we have described above or withdraw any consent you may have given us. If you have any questions about this or would like to exercise your rights, please contact us at the through the details below.

If you have any questions about this Data Privacy Notice or your data or if you wish to complain, please email [privacy@thatcham.org](mailto:privacy@thatcham.org).

You are also able to complain to the Supervisory Authority whose details can be found here <https://ico.org.uk/global/contact-us/>

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