

Job Seeker/Candidate Privacy Notice

As part of our recruitment process Chiltern Recruitment Ltd collects and processes personal data relating to job seekers and candidates. We are committed about being transparent about how we collect and use personal data and how we meet our data protection obligations.

What information do we collect?

We collect a variety of information from you which includes, but is not restricted to

- Your name, home address and contact details, which includes your email address and telephone numbers
- Details of your employment history, skills, experience and any qualifications you may have
- Information about your current salary, including benefit entitlements such as discretionary bonuses or company cars
- Whether or not you have a disability for which we need to make allowance for during the recruitment process
- Details about your entitlement to work in the UK including details of any visas or work permits

Chiltern Recruitment Ltd may collect this information in a variety of ways. For example, this data might be in our application forms, CVs or employment summaries, obtained from your passport or other identity documents such as a visa, or collected through interviews or other means of assessment.

We may also collect personal data about you from third parties, such as a reference from a previous employer or other third party. If you are seeking temporary work/contract work, we may seek information from third parties at the time of registration with us and you will be asked to provide this information at this time. If you are seeking permanent work, we will ordinarily only seek information from third parties only once a job offer to you has been made by our client, the prospective employer, and will inform you that we are doing this.

Data will be stored in a range of different places, including on your application record, in our recruitment systems and on other IT systems (such as our email server and our backup records).

Why does Chiltern Recruitment Ltd process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. As an example, it is a legal requirement to check a successful applicant's eligibility to work in the UK before employment starts.

Chiltern Recruitment Ltd has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job seekers and candidates allows us to manage the recruitment process, assess and confirm suitability for employment and decide to whom to offer a job. We may also need to process data from job seekers and candidates to respond to and defend against any legal claims that may arise.

Chiltern Recruitment Ltd does not process certain information, such as information about ethnic origin, sexual orientation or religion or belief. However, we may collect certain types of sensitive personal data such as about whether or not job seekers are disabled in order to make reasonable adjustments for a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

If your application for a job is unsuccessful, Chiltern Recruitment Ltd may keep your personal data on file in case there are relevant future employment opportunities for which you may be suited. By agreeing to this document you confirm that you accept that we will do this however please be aware that you are free to withdraw your consent at any time by emailing info@chilternrecruitment.co.uk or telephoning 01494 555222.

Who has access to my data?

We may share your information internally for the purposes of the recruitment process. This includes members of the recruitment team, members of the accounts team and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties for any other purpose than assisting you with your job search. This includes prospective employers and clients of Chiltern Recruitment Ltd, however your CV or details will not be shared until you have provided your consent, which may be verbally, in writing, via email or via fax.

We may also share your data with former employers or other individuals you have provided in order to obtain references for you and background check providers to obtain necessary pre-employment background checks.

How does Chiltern Recruitment Ltd protect data?

We take the security of your data seriously. We have internal policies in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does Chiltern Recruitment Ltd keep data?

If your search for employment is unsuccessful and we do not find you a job, we will retain your details in order to contact you with any future job vacancies which match your criteria. You agree to allow us to keep your personal data on file, we will hold your data on file for a 36 months for consideration for future employment opportunities. Please be aware that you are free to withdraw your consent at any time by emailing info@chilternrecruitment.co.uk or telephoning 01494 555222.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be held for a period of 5 years.

Your rights

As a data subject, you have a number of rights which means that you are entitled to:

- Access and obtain a copy of your data on request;
- Require us to change incorrect or incomplete data;
- Require us 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 we are relying on our legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please email info@chilternrecruitment.co.uk or telephone 01494 555222.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner's Office.

What if you do not provide personal data to us?

You are under no statutory or contractual obligation to provide data to Chiltern Recruitment Ltd 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.