

Recruitment Data Protection Policy

Privacy Notice for Job Applicants

In order to comply with our contractual, legal and management obligations and responsibilities we process personal data of applicants in relation to an application for employment.

Processing Personal Data

The term 'processing' includes the initial collection of personal data, the holding and use of such data, as well as access and disclosure, through to final destruction.

Your personal data will be stored securely with access limited to those who need to process the data and see relevant data in relation to your application. Data is processed as follows:

Legitimate Interest

Information is provided by you via a CV and cover letter and in answer to our interview questions where relevant. Relevant personal data processed as a result of you providing it, represents a legitimate interest on our part to process your application of employment. Applications are typically processed electronically via email.

Legal Obligations

To comply with our legal obligations, a right to work check requiring us to see your passport or other relevant documents, is completed at offer stage.

All such data will be processed in accordance with the provisions of the regulations and EST's Policy on Data Protection as amended from time to time.

If your application is successful, this could include processing sensitive personal data in relation to any offer of employment. Details of this will be provided with any offer of employment. Our Employee Data policy for employees will apply from the point of any offer onwards.

Data Retention

All unsuccessful candidate CVs and cover letters are retained for 6 months from the point of application. After this time your data is securely destroyed.

Your rights in relation to your data:

- You have the right to access your personal data. A subject access request can be made via email to DataProtectionOfficer@est.org.uk
- You have the right to have your personal data rectified if it is inaccurate or incomplete.
- You have the right to have your personal data deleted or removed if there is no reason for its continued storage and processing.
- You have the right to object to having your data processed. If we believe there is a legitimate business reason for continuing this, we will discuss this with you.
- You have the right to complain to the Information Commissioners Office (ICO), details below.

Further details about GDPR and your rights under GDPR can be found on the ICO's website at <https://ico.org.uk/>

Data Protection and Quality Officer

Our Data Protection Officer can be contacted at Dataprotectionofficer@est.org.uk