

RECRUITMENT PRIVACY POLICY

Haygrove Ltd are committed to protecting and respecting your privacy. This Privacy Notice sets out the basis on which the personal data collected from you, or that you provide to Haygrove Ltd, will be processed in connection with our recruitment processes. Please read the following carefully to understand Our views and practices regarding your personal data and how we will treat it.

For some of our recruitment we use an online application process. We use this system to process personal information as a data processor on our behalf.

Where you apply for a job opening posted by us, these Privacy Notice provisions will apply to our processing of your personal information in addition to our other Privacy Notice which is available on our Website, www.haygrove.com.

YOUR PERSONAL INFORMATION

Information We collect from You

We collect and process some or all of the following types of information from you:

- Information that you provide when you apply for a role. This includes information provided through an online job site, via email, in person at interviews and/or by any other method.
- In particular, we process personal details such as name, email address, address, date of birth, qualifications, experience, information relating to your employment history, skills and experience that you provide to us.
- If you contact us, we may keep a record of that correspondence.
- A record of your progress through any hiring process that we may conduct.
- Your right to work within the UK

USES MADE OF YOUR INFORMATION

Lawful basis for processing

We rely on legitimate interest as the lawful basis on which we collect and use your personal data. Our legitimate interests are the recruitment of staff for our business.

Where you apply for a job opening through an Online functionality, such as Indeed, we rely on your consent, which is freely given by you during the application process, to disclose your personal data to Indeed on the basis described below.

Purposes of processing

We use information held about you in the following ways:

- To consider your application in respect of a role for which you have applied.
- To consider your application in respect of other roles.

- To communicate with you in respect of the recruitment process.
- To enhance any information that we receive from you with information obtained from third party data providers.
- To find appropriate candidates to fill Our job openings.

DISCLOSURE OF YOUR INFORMATION

Where you have applied for a job opening through an Online functionality, and where you have consented to this disclosure, We will disclose certain personal data that we hold, including but not limited to a unique identifier used by the Online provider to identify you, and information about your progress through our hiring process for the applicable job opening.

Where you have applied to a job opening through another service provider, for example a Recruitment Agency, the service provider shall be the data controller of this data and shall therefore be responsible for complying with all applicable law in respect of the use of that data following its transfer by Us.

HOW WE STORE YOUR PERSONAL DATA

Security

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where We are legally required to do so.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, We cannot guarantee the security of your data transmitted through any online means, therefore any transmission remains at your own risk.

Where We store your personal data

Where we store your personal data in our own systems, it is stored on our secure servers within the EEA.

How long we keep your personal data

We will hold all the data for 6 months for the purpose of recruitment.

Your personal information will be deleted on one of the following occurrences:

- deletion of your personal information by you (or by another person engaged by the Customer); or
- receipt of a written request by you (or another person engaged by the Customer) to us.

YOUR RIGHTS

Under the [General Data Protection Regulation](#) you have a number of important rights free of charge. In summary, those include rights to:

- access to your personal data and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold
- require the erasure of personal data concerning you in certain situations
- receive the personal data concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal data concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal data
- otherwise restrict our processing of your personal data in certain circumstances
- claim compensation for damages caused by our breach of any data protection laws.

If you would like to exercise any of those rights, please:

- contact us using our Contact details below
- let us have enough information to identify you,
- let us have proof of your identity and address, and
- let us know the information to which your request relates.

HOW TO COMPLAIN

We hope that we can resolve any query or concern you raise about our use of your information. If you have a complaint please contact us using the details below.

CONTACT

All questions, comments and requests regarding this Privacy Notice should be addressed to gdpr@haygrove.co.uk