



GELDARDS PRIVACY NOTICE FOR JOB APPLICANTS

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

2. What Personal Information do we hold about you?

As part of the recruitment and selection process we will obtain certain personal information from you. Some information will be provided in the job application form and further information may be provided by you and recorded by us during any interview process.

Data protection law protects personal information which is essentially any information from which an individual can be identified. There is a type of personal information which receives additional protection because of its sensitive or private nature, this is sometimes referred to as 'special category personal information' and means personal information about an individual's race, ethnic origin, political opinions, religious or philosophical beliefs, trade union membership (or non-membership), genetics information, biometric information (where used to identify an individual) and information concerning an individual's health, sex life or sexual orientation.

This information is collected either directly from you or sometimes from an employment agency. We may sometimes collect additional information from third parties including your referees, your education provider, the Home Office and the Disclosure and Barring Service and online facilities.

This information will include:

- Your name, address and contact details*;
- Your gender;
- Your education and qualifications*;
- Your academic and professional qualifications*;
- Your skills, experience and membership of professional bodies*;
- Your National Insurance number*;
- Evidence of your ability to work in the UK, your nationality and immigration status*;
- Information provided from your previous employer(s) and other referees*;
- Other personal information you might provide on your application form or monitoring form and/or during any interview and selection process.

