

Privacy Notice for Recruitment

In relation to the recruitment process we will obtain, store and process information about you. The information we hold and process will be used for our management and administrative purposes only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process and during your employment, should this be the result of the recruitment process. Using this information will allow us to comply with any legal requirements, to pursue our legitimate interests and to protect our legal position in the event of any legal proceedings. The sort of information we hold during recruitment includes your CV, interview notes and any presentation material.

We do not process any special category data about you. Special category data relates to racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation.

We will only disclose information about you to third parties, without your specific consent, if we are legally obliged to do so.

Your personal data will be stored for the duration of the recruitment process and for six months following the end of the recruitment process, should your application be unsuccessful. If you are offered a position we will store your data for six years following the ending of your employment.

If in the future we intend to process your personal data for a purpose other than that which it was collected, we will provide you with information on that purpose and any other relevant information and where necessary, seek your approval to do so.

Under the General Data Protection Regulations (GDPR) you have the right to request from us access and rectification or erasure of your personal data, the right to restrict processing, object to processing and in certain circumstances to data portability.

You have the right to complain to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.

SearchStar Ltd is the controller and processor of data for the purposes of GDPR.