

**RECRUITMENT PRIVACY NOTICE**  
**STUBBINGS GROUP LTD**

Where you apply for a job opening posted by us (or you enquire on a speculative basis), these Privacy Notice provisions will apply to our processing of your personal information in addition to our other Privacy Notices which are available on our Website and Employee Handbook.

**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 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.

**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.

**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.

**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.

#### **Where we store your personal data**

We store your personal data on our own systems; on a secure drive in our offices at Stubbings House. By submitting your personal data, you agree to this storing and processing of all your data. We will not transfer your personal data outside of the United Kingdom.

#### **How long we keep your personal data**

If your application is not successful, we will hold all your data for a maximum of six months.

#### **Your rights**

Under the General Data Protection Regulation (GDPR) you have a number of important rights. 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.
- 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.

For further information on your rights, including the circumstances in which they apply, see the Guidance from the UK Information Commissioner's Office (ICO) on individuals' rights under the General Data Protection Regulation.

#### **Contact**

All questions, comments and requests regarding this Privacy Notice should be addressed to [recruit@stubbingsgroup.com](mailto:recruit@stubbingsgroup.com)