

APPLICANT PRIVACY NOTICE

Damartex UK is committed to protecting and processing personal data fairly and lawfully and in accordance with your individual rights. We will ensure that the information that you provide to us will only be used for the purposes set out in this notice.

What information do we collect?

As part of our recruitment process, we collect and process various types of personal data and special categories of personal data relating to your application, including:

- your name and contact details
- qualifications, skills, experience and employment history
- current salary and benefits / required salary and benefits
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK
- equal opportunities monitoring information which may include your ethnic origin, religion or beliefs.

Note that there is certain personal data that we require to consider your application and, if you do not provide us with it, we may not therefore be able to process your application.

How do we collect it?

We collect your personal data either from you directly or from a third party (such as your previous employer or a recruitment agency) through various documents, such as:

- your CV / application form
- your passport or other identity documents
- references from previous employers
- assessment records
- interview notes

Why do we collect it?

Your personal data is collected and processed by us so that we are able to:

- process and consider your application for employment
- consider you for suitable current or future vacancies with us, as requested by you
- make suitable reasonable adjustments to the recruitment process, if required
- communicate with you in regard to your application or current or future vacancies

We do this to take steps at your request prior to entering into an agreement with you, to comply with our legal obligations (in respect of assessing your right to work in the UK) and to fulfil our legitimate interests of ensuring the eligibility and suitability of our candidates. When we process special categories of personal data, the processing is necessary for the purposes of carrying out our obligations and exercising specific rights in the field of employment.

Recruitment decisions will be made strictly in accordance with the criteria for the role and will involve screening of applications, interview assessments and psychometric tests, if required. Should psychometric testing form part of this process, you will be requested to complete a psychometric test online and we will receive an automated report of your results. Should this be the case, the report may form part of the recruitment decision-making process. Decisions will not be made solely on the results of the automated report.

Who will we share it with?

During the recruitment process your application documents, including application form and / CV will be shared with the recruiting manager / team. If we apply for references for you, in accordance with the details you provide us, we will share with the referee that you have applied for a position with us and the details of that position. We do not otherwise share your information with third parties. Your personal information will be held securely in the HR department or on the HR server with access only to those people who require such access.

How long will we hold it for?

If you are not offered a role with us, HR will keep your personal data for a period of 6 months following the end of the particular recruitment campaign that you submitted your application under.

In the event that you are offered a role and commence employment with us, your personal data will be used in accordance with our employee privacy notice that you will be provided with before your employment begins. This sets out in particular that your personal data will be held during any period of employment with us and then for a period of 5 years after your employment has ended.

Your rights.

You have the right to:

- be informed about the processing of your personal data
- request access to the personal data that we hold on you
- rectify your personal data should it be inaccurate or incomplete
- request that your personal data is deleted or restricted (in certain circumstances)
- receive your information in a format that suits you (in certain circumstances)
- object to certain types of processing of your personal data (in certain circumstances)

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How to contact us.

If you would like to contact us regarding your personal data, as detailed in this Privacy Notice, then simply get in touch using one of the following options:

- **Email** us at: hr@coopersofstortford.co.uk
- **Write** to us at: HR Department, Coopers of Stortford, 400 Avenue North, Great Notley, Braintree, Essex, CM77 7AF
- **Call** us on: 01376 332643/01376 332644

We hope that we can resolve any query or concern you raise however, if you are not happy with how we've handled your personal information, then you have the right to complain to the Information Commissioner's Office (the **ICO**), at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, telephone 0303 123 1113. You may also complain to us (using the contact details above)