**Human Resources – Privacy Notice**

 **The reasons why we process your data:**

* To process your employment application

**How we collect your data:**

* Emails
* Telephone Call
* Online application
* Manual form

**The lawful basis for processing your data:**

* Consent
* Contract with data subject
* Legal obligation

**The type of personal data we process:**

* Name
* Address
* Email Address
* Telephone Number
* Gender
* Marital status
* Right to work
* Qualifications
* Employment history

**Special (Sensitive) category data:**

* Ethnic origin (including nationality)
* Health (mental and physical)
* Disability
* Political party
* Criminal convictions

**Lawful Basis for Processing Special Categories of Personal Data:**

Exercising obligations and specific rights in the field of employment law

**Processing of personal data relating to criminal convictions and offences:**

Criminal offence data will be processed under additional conditions within schedule 1, Part 3 of The Data Protection Act 2018, Paragraph 36 - extension of substantial public interest

**Sharing your data**

* Hireful (data controllers)

**Automated decision making :**

Non-Applicable

**How long we keep your data:**

1 year for applicants

7 years after end of employment