

# Privacy Policy – Internal Recruitment





## Introduction

All organisations that process personal data are required to comply with data protection legislation. This includes in particular the Data Protection Act 1998 (or its successor) and the EU General Data Protection Regulation (together the 'Data Protection Laws'). The Data Protection Laws give individuals (known as 'data subjects') certain rights over their personal data whilst imposing certain obligations on the organisations that process their data. When recruiting to roles within Faerfield Limited ("Faerfield"), Faerfield collects and processes both personal data and sensitive personal data. It is required to do so to comply with other legislation. It is also required to keep this data for different periods depending on the nature of the data. We will only keep a candidate's data as long as is necessary unless we have a legal basis to do so.

## Consent to processing

Candidates applying for roles within Faerfield are asked to consent to the collection and processing of the following information:

- personal data, including (but not limited to): name, date of birth, contact details (telephone number, email address, postal address), CV, passport details (including copies), National Insurance number, and details of experience, training and qualifications (including copies of any certificates);
- sensitive personal data, including (but not limited to): details of any health issues or disabilities (relevant to our recruitment processes), details of any criminal convictions and any references obtained as part of a recruitment process.

Candidates are advised that such personal data is collected and processed for the following purposes:

- for Faerfield to use during the recruitment process;
- for Faerfield to share with psychometric and/or skill test providers as appropriate to the role and if required as part of the recruitment process;
- for Faerfield to process and hold confidentially on our internal computer systems restricted to those Faerfield personnel who properly have access as part of the recruitment process;
- for Faerfield to process with third parties if legally required so to do as part of investigations carried out on Faerfield to ensure that they are complying with all relevant laws and obligations.

Candidates are asked to confirm that they are fully aware of their rights under all relevant Data Protection Laws, including the right to withdraw the above consents at any time by informing Faerfield that they wish to do so.

The full Data Protection Policy for Faerfield Ltd can be viewed on our website:

<https://www.faerfield.co.uk/data-protection-policy>

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## On recruitment

If candidates are successful in securing employment with Faerfield, then the following terms will become part of their contract of employment:

1. You agree to the Company holding and processing, both electronically and manually, personal data about you (including sensitive personal data as defined in the Data Protection Act 1998) for the operation, management, security or administration of the Company and for the purpose of complying with applicable laws, regulations and procedures.
2. You confirm that you have read and understood the Company's data protection policy and that at all times during the Employment you will comply with the data protection policy when processing personal data including personal data relating to any employee, customer, client, candidate, supplier or agent of the Company.



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