

## **Yearsley Group Privacy Notice**

### **For Job Applicants**

Harry Yearsley Limited is the data controller for the information you provide during the job application process unless otherwise stated. This means that we are responsible for deciding how we hold and use personal information about you. If you have any queries about the process or how we handle your information please contact us at [enquiries@yearsley.co.uk](mailto:enquiries@yearsley.co.uk).

#### **What will we do with the information you provide to us?**

All of the information you provide during the application process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the United Kingdom or the European Union. The information you provide will be held securely by us whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

#### **What information do we ask for, and why?**

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. We are taking steps at your request prior to potentially entering into an employment contract – this is our legal basis for processing your personal data. You don't have to provide what we ask for but it might affect your application if you don't.

#### **1. Application Stage**

At the application stage we ask you for

- your name, address, phone number and email address; and
- your previous experience including details of your education, work history, referees and answers to questions relevant to the role you have applied for.

Our HR & Payroll staff, hiring managers and Health & Safety officer will have access to all of this information.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not

be made available to any staff outside of our recruitment and HR team in a way which can identify you. Any information you do provide will be used only to produce and monitor equal opportunities statistics.

## **2. Selection Stage**

Our hiring manager's shortlist applications for interview. They will not be provided with your equal opportunities information if you have provided it.

We might ask you to participate in assessment days, complete tests or occupational personality profile questionnaires and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by us.

If you are unsuccessful following assessment for the position you have applied for, we will keep your details in our talent pool for a period of six months. If you object to this, please contact [HR@yearsley.co.uk](mailto:HR@yearsley.co.uk) and we will permanently delete your details.

### **How long is the information retained for?**

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the campaign.

Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the campaign.

If you are successful in your application, we will retain your information in accordance with our privacy policy for employees, workers and contractors. A copy of this privacy policy will be provided to you with your offer letter.