

RECRUITMENT PRIVACY NOTICE

Our Organisation collects a range of information about you during our recruitment process, including:

- Your name and contact details.
- Your qualifications, experience, skills and employment history.
- Whether you have the right to work in the UK.
- Whether you have a disability for which we need to make reasonable adjustments during our recruitment procedure.

We will collect this information from your CV and covering letter, exam certificates, passport or other identity documents and interviews. We will then store the information on our internal IT systems and in paper form in our HR department. We may share the information internally for recruitment purposes with our directors, HR and appropriate Line Managers.

We may also obtain information from, and share information with, former employers to obtain references. We will not share your data with any other third parties or transfer it outside the European Economic Area.

If your application is unsuccessful, we may keep your information on file in case we have any future job opportunities for you. We will ask for your consent and you are free to withhold this or withdraw at any time.

Why We Handle Your Personal Data

We need to process various types of information about you to:

- Take the necessary steps before entering into a contract with you.
- Comply with our legal obligations, such as checking your right to work into the UK before employment starts.
- Fulfil our legitimate business interests, including being able to manage the recruitment process, assess your suitability for the role and decide whether to employ you. We also need to retain your data to defend ourselves against any legal claims.

We also need to process some 'special categories' of data including information necessary for equal opportunities monitoring and disabilities so that we can make reasonable adjustments to the recruitment process. This is necessary for us to perform our obligations and exercise specific rights related to employment.

Data Retention and Protection

If your application is unsuccessful, we will keep your data on file for 12 months. If your application is successful, we have policies in place setting out how long we will keep your personal information. We have strict policies in place to prevent the loss, accidental destruction, misuse or disclosure of your data.

Your Rights and Obligations

Under data protection laws, you have the right to:

- Obtain a copy of your data if you wish.

- Ask us to amend incorrect or out-of-date data.
- Ask us to erase or stop processing your data if it is no longer necessary for us to hold it for its original purpose.
- Object to us processing your data where we are relying on our legitimate interests as the legal basis for processing.
- Complain to the Information Commissioner's Office if you believe that we have breached your data protection rights.

You are not obliged to provide any data to the organisation during the recruitment process, however we will be unable to process your application properly if at all.

Automated Decision Making

We do not base our recruitment decisions solely on automated decision making.

Contact Information

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