

Antillion Recruitment Privacy Notice, Version 1.0

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Author – Hannah Durrant

Recruitment Privacy Notice



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Antillion Recruitment Privacy Notice

Introduction

Antillion (“we”, “us” or “our”) respects your privacy and is committed to protecting your personal information.

This Recruitment Privacy Notice explains how we collect, use, store and protect personal information about individuals who apply for employment with us.

It applies to information provided through our online application form, by email, through recruitment agencies, via job boards, or by any other means during the recruitment process.

Antillion is the data controller responsible for your personal information.

Contact details:

Antillion Ltd, 715 Waterside Drive, Aztec West, Almondsbury, South Gloucestershire, BS32 4UD

Email address: gdpr@antillion.com

If you have any questions about how we use your personal information, please contact us using the details above.

What information do we collect?

Depending on the role and stage of the recruitment process, we may collect and use the following information:

- Your name and contact details, including email address.
- Your current location.
- Information contained in your CV and covering letter.
- Your salary expectations.
- Information about your right to work in the UK and whether you require sponsorship.
- Information you provide during interviews, assessments or other stages of the recruitment process.
- Information provided by referees, where references are requested.
- Information necessary to carry out appropriate pre-employment checks, where these are required for the role.
- Any other information you voluntarily provide to us during the recruitment process.

We aim to collect only information that is relevant and necessary for the recruitment process.

Please do not include sensitive personal information in your CV or covering letter unless it is relevant to your application or we specifically ask you to provide it.

How do we use your information?

We use your personal information to:

- Process and manage your application
- Assess your suitability for the role
- Communicate with you about your application
- Arrange and conduct interviews and assessments
- Assess your right to work in the UK and any sponsorship requirements
- Obtain and verify references, where appropriate
- Carry out relevant pre-employment checks where necessary
- Make decisions about recruitment and employment
- Comply with our legal and regulatory obligations
- Protect our legitimate business interests and prevent fraud or other unlawful activity.

We will only use your application information for the purposes described in this notice, unless we have a lawful basis to use it for another purpose.

What is our lawful basis for using your information?

Data protection law requires us to have a lawful basis for processing personal information.

For recruitment purposes, we may rely on one or more of the following lawful bases under the UK GDPR.

Taking steps at your request before entering into a contract – for example, processing your application and assessing your suitability for employment.

Legal obligation – where we need to process information to comply with a legal requirement, such as obligations relating to the right to work in the UK.

Legitimate interests – where processing is necessary for our legitimate interests in recruiting suitable employees and managing our recruitment process, provided those interests are not overridden by your rights and interests.

Where we process any special category personal data, such as health or disability information, we will only do so where permitted by data protection law and where an appropriate additional condition applies.

Where is your information stored?

We use cloud-based business systems to manage applications and store recruitment information.

Information submitted through our recruitment process, including application details, CVs and covering letters, will be stored and managed within these systems.

We take appropriate steps to ensure that third-party providers handling personal information on our behalf provide appropriate safeguards and comply with applicable data protection requirements.

Who will have access to your information?

Your application information will normally only be accessible to people who need it for recruitment purposes, such as relevant managers, HR personnel and others involved in the recruitment decision.

Where necessary, we may also share relevant information with:

- Recruitment agencies or other recruitment providers acting on our behalf
- Providers of cloud-based business systems
- Providers carrying out appropriate pre-employment checks
- Professional advisers, where necessary
- Government bodies, regulators or other authorities where we are legally required to do so.

We will not sell your personal information or use it for marketing purposes.

Where we use third-party service providers to process personal information on our behalf, we will take appropriate steps to ensure that your information is handled securely and in accordance with applicable data protection law.

International Transfers

Some of our service providers may process personal information outside the UK.

Where this occurs, we will ensure that appropriate safeguards are in place as required by applicable data protection law.

How long do we keep your information?

If your application is unsuccessful, we will normally retain your recruitment information for six months after the recruitment process has ended, after which it will be securely deleted or anonymised, unless we have a lawful reason to retain it for longer.

If you are successful and accept an offer of employment, relevant information collected during recruitment will normally become part of your employee records and will be retained in accordance with our Employee Privacy Notice and applicable retention requirements.

We may retain information for longer where this is necessary to establish, exercise or defend legal claims, comply with a legal obligation, or where another lawful basis for retention applies.

Your Rights

Depending on the circumstances, you have rights under data protection law in relation to your personal information, including the right to:

- Request access to the personal information we hold about you.
- Ask us to correct inaccurate or incomplete information
- Request deletion of your personal information in certain circumstances
- Request restriction of processing in certain circumstances
- Object to certain processing

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- Request transfer of certain personal information to you or another organisation.

Where we rely on your consent to process personal information, you may withdraw that consent at any time. Withdrawal of consent does not affect the lawfulness of processing carried out before you withdrew it.

These rights are subject to certain legal conditions and exemptions.

To exercise your rights, please contact us at gdpr@antillion.com.

You also have the right to complain to the Information Commissioner's Office (ICO) if you believe that we have not handled your personal information appropriately.

Information about the ICO and how to make a complaint is available on the ICO website.

Keeping your Information Secure

We take reasonable and appropriate technical and organisational measures to protect your personal information against unauthorised access, loss, misuse, alteration or disclosure.

Access to recruitment information is limited to those who need it for legitimate recruitment or business purposes.

Information Obtained from Other Sources

Sometimes we may receive information about you from sources other than you, for example from a recruitment agency or a referee.

Where we obtain personal information from another source, we will handle it in accordance with applicable data protection law and provide you with the relevant privacy information where required.

Automated Decision-Making

We do not currently make recruitment decisions about candidates solely through automated decision-making.

Changes to this Notice

We may update this Recruitment Privacy Notice from time to time to reflect changes in our recruitment processes, technology, legal requirements or how we use personal information.

The latest version will be made available to applicants through our website or recruitment application process.