



## Recruitment Privacy Notice

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## Recruitment Privacy Notice

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### 1. Introduction

**Data Controller:** Euroforest, The Terminal, Aviation Way, Carlisle, CA6 4NZ

**Company Representative:** The Company Secretary

Euroforest Group (“the Company”) collects and processes personal data about job applicants to manage the recruitment process. This notice explains how your personal data is used and your rights under the UK General Data Protection Regulation (UK GDPR) **and the** Data Protection Act 2018.

Personal data means any information about an individual from which they can be identified.

### 2. What Information we collect

We may collect the following personal data from you:

- Your name, contact details (email, phone, address), date of birth, and gender
- Details of your qualifications, skills, experience, and employment history
- Information about your right to work in the UK and nationality
- Copies of identification documents (passport, driving licence)
- Details included in your CV, application form, cover letter, or other recruitment documents
- Optional equal opportunity monitoring information (e.g., ethnicity, health, disability, sexual orientation, religion/belief)
- Information from references or background checks, with your consent

How we collect your data:

- Through your application form, CV, or cover letter
- During interviews, assessments, or meetings
- From third parties, only with your consent (e.g., references, background checks)

### 3. Why we use your personal data

We use your data to manage the recruitment process and assess your suitability for roles. This includes:

- Reviewing applications and arranging interviews
- Conducting reference and background checks (with your consent)
- Monitoring diversity and equal opportunities
- Complying with legal obligations, e.g., verifying your right to work in the UK

We may also process certain information about health or disabilities to assess reasonable adjustments during recruitment or comply with legal obligations.

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Legal basis for processing:

- To manage the recruitment process and assess candidates
- To comply with UK legal obligations
- Based on our legitimate interests in running recruitment fairly and effectively

### 4. Who can process your data

Your personal data may be shared with:

- Internal HR and recruitment teams
- Hiring managers involved in the recruitment process
- IT staff where access is necessary for systems support
- Third-party service providers (e.g., recruitment platforms, background check providers) if relevant

Your personal data will not be transferred outside the European Economic Area (EEA).

### 5. How we protect your data

We use appropriate measures to protect your personal data from loss, misuse, or unauthorised access.

Third-party service providers who process data on our behalf are bound by confidentiality obligations and security measures.

### 6. How long we keep your data

Applications are kept for up to 6 months after the recruitment process ends

If you consent to being considered for future roles, your data may be retained longer, but you can withdraw consent at any time

### 7. Your rights

You have the right to:

- Access your personal data and request a copy
- Ask for corrections to inaccurate or incomplete data
- Request deletion or restriction of your data
- Withdraw any consent previously given
- Object to processing based on legitimate interests

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To exercise these rights, contact: [dataprotection@euroforest.co.uk](mailto:dataprotection@euroforest.co.uk)

You also have the right to lodge a complaint with **the** Information Commissioner's Office (ICO) if you believe your rights have been breached.

### **8. What if you don't provide personal data**

Some information, like your contact details and right-to-work status, is required to process your application.

Other information, like equal opportunity data, is optional and will not affect your application.

### **9. Automated decision-making**

No recruitment decisions are made solely by a computer or automated system. Every application is carefully considered by our recruitment team.

### **10. Changes to this notice**

We may update this notice from time to time. A new version will be provided if any significant changes occur.