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Candidate Privacy Notice

Who we are

SpaceAM Ltd (company 13317905) is the controller of the personal data you give us when you apply. We are registered with the Information Commissioner's Office (ICO registration ZC186663). Our Data Protection Lead can be contacted via dpl@spaceam.co.uk.

What we collect, why, and on what basis

What	Why	Lawful basis
Your CV, covering letter, contact details, employment history and qualifications	Deciding whether to invite you to interview	Steps you ask us to take before a contract
Interview notes, assessment results and a signed non-disclosure agreement	Assessing you at interview and protecting confidential information on site	Steps before a contract; legitimate interests
Photographic ID and right-to-work documents	Confirming who you are and that you can work in the UK	Legal obligation
References, identity, address and employment history checks	Pre-employment checks, only after a conditional offer	Steps before a contract; legitimate interests
Basic DBS check (criminal records)	Pre-employment vetting for a space and defence employer, only after a conditional offer	Employment, with your consent asked for before the check - see our Appropriate Policy Document

We collect most of this from you. References come from the referees you name, and check results from our screening provider. We do not use AI tools or automated decision-making to assess applications.

Who sees it

Who	What for	Where
Office and HR Manager	Runs recruitment and keeps the recruitment record	Microsoft 365 (UK); locked paper file
Hiring managers and interviewers	Shortlisting and interviewing for their role	totaljobs; interview notes
totaljobs	Job board you applied through - an independent controller of your account and the applications you send through it	Please see total jobs privacy notice
Secure Screening Services	Runs the pre-employment and Basic DBS checks; gives you its own privacy notice	Please see secure screening services privacy notice

Who	What for	Where
Microsoft	Email and files (our processor)	UK

How long we keep it

If you are not successful, we delete your application, CV and interview notes within 12 months of the role closing, and your screening data is removed from our screening provider within 6 months. If you join us, your application moves to your employee file. We keep a copy of a DBS certificate for no more than 6 months, then destroy it and keep only the outcome, date, certificate type and number.

Your rights

You can ask for a copy of your data, and ask us to correct or delete it, or to restrict or object to its use, where the law allows. You can withdraw consent to a DBS check at any time before it is made, but we may then be unable to confirm an offer. Contact the Data Protection Lead (dpl@spaceam.co.uk) we reply within one month. If you are unhappy, you can complain to the Information Commissioner's Office (ico.org.uk, 0303 123 1113).