



**INGENUITY
BUILT™**

Candidate Privacy Notice

Thank you for your interest in a career with A-Safe.

As part of our recruitment process you will provide us with & we will collect & store certain personal data.

Typically, this will include:

Name
Address
Date of Birth
CV
Contact Details
Digital images (possibly via video interviewing/Skype)

However, we may also collect other personal data as appropriate.

Our commitment:

- We will only process your personal data where there is a legitimate business need to do so.
- We won't hold on to it for longer than needed.
- We will take care when processing personal data to keep it confidential.
- During the recruitment process, we may have to transfer personal data to an external data processor.
- In this case, the company/organisation has to satisfy us that they will treat this in strictest confidence and in line with the Data Protection Principles.
- You may request to amend, update or remove personal data in line with the rules on data protection.

We will collect the personal data via an on-line cv submitted to a job site or sent directly to us. We may also collect personal data via an internal A-Safe document or pre-employment reference checking.

We will take all reasonable steps to ensure that your personal data is only seen by the relevant Hiring Manager in the recruitment process.

Your personal data will be stored in secure on-line or manual filing systems.

Once there is no longer a requirement to hold your personal data it will be deleted if on an electronic device or shredded if on hard-copy.

