

# **Data Protection Privacy Notice**

## **Job Applications**

Coolings Nurseries Ltd welcome applications from individuals who are interested in being considered for employment with the Company. We ensure that whilst doing so, we will protect your privacy and your data.

During our recruitment process we naturally collect, process and store personal information about you from your application form, cv or covering letter. This is collected for the Performance of contract or to meet necessary legal obligations.

In this privacy notice we use the term “processing” to cover all activities involving your personal information, collecting, handling, storing, sharing, accessing, using and disposing of the information you provide.

By submitting your personal information to us, you have given your consent to allow Coolings Nurseries Ltd to process this data in accordance with this policy.

### **What information we require**

When you complete an application for an advertised position or on a speculative basis, you will be asked to provide certain information:

- name, address, email address and telephone number
- employment history, salary levels, educational and professional qualifications
- the type of employment you are seeking and salary expectations
- your right to live and work in the UK
- whether you have any criminal convictions, other than those defined as “spent” under the Rehabilitation of Offenders Act 1974

The provision of your application data is voluntary, however, if you choose not to provide all of the information requested, this may limit our ability to consider your application fully for future employment.

### **How we will collect information**

When you apply to us for a job, you will be required to complete an application form or submit a covering letter and a CV.

### **How we will use information**

The data you provide will be used to review your application for employment, assessing your suitability for any current vacancy, to allow us to communicate with you, and if successful, put in place all the steps required for you to join the Company, including attending Induction training, either through internal or external training providers.

**Who will have access to the data?**

During the recruitment process, only selected employees of Coolings Nurseries Ltd. will have access to your data. These include Managers involved in the selection and interview process and selected members of the office and accounts teams who are involved in the recruitment process, together with our HR co-ordinator. This information is limited to what is required by each individual to successfully carry out their role in the recruitment process.

**How long will we keep information?**

If successful in your application, the data you provide on your job application will be retained securely on your personnel file, in line with our Data Protection Policy, details of which will be made available when you join us.

Should you be unsuccessful in securing an interview, your application will be destroyed immediately. If you attend an interview or complete a trial day with us, your information will be stored safely and then destroyed securely after six months.

We will remind you of this when we write to let you know you have been unsuccessful in your application and give you the right to ask for your data to be destroyed.

Unsuccessful applicants may ask us to remove their data at any time by emailing us at [workforus@coolings.co.uk](mailto:workforus@coolings.co.uk) or call Jane Hopson on 01959 532269.