



**CHELMSFORD CITY**  
RACECOURSE

## **PRIVACY NOTICE FOR JOB APPLICANTS**

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## **INTRODUCTION**

As part of any recruitment process, Great Leighs Estates Limited\* ('the Company') collects and processes personal data relating to job applications.

We are committed to being transparent about how we collect and use that data to meet our data protection obligations. We are committed to protecting the privacy and security of job applicant personal information.

This privacy notice applies to all job applicants who have applied to be engaged (whether temporarily or permanently) by the Company and describes how we collect and use personal information about you ('job applicant') during and after the recruitment process.

This is a policy document only and does not have contractual effect. We may update or amend this notice at any time.

## **THE TYPE OF INFORMATION WE COLLECT**

We will collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- your date of birth if aged under 18;
- details of your qualifications, skills, experience and employment history;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- whether or not you have been convicted of a criminal offence and the details of any unspent convictions.

Whilst all of the above will be collected for all types of recruitment, the following information will also be collected (but not for casual worker posts):

- information about your current level of remuneration, including benefit entitlements;
- referee details.

## **HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We collect information about you in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We will collect personal data about you from third parties, such as references supplied by former employers. We will seek information from referees in accordance with our normal policy. We will not contact referees before a conditional offer of appointment is made, except where you have provided written consent for us to do so.

If your application for employment is successful, personal data gathered during the recruitment process will be retained (see the Data Retention section for further details).

## **HOW WE WILL USE INFORMATION ABOUT YOU**

We will use your personal information to assist in verifying your identity and to enable us to contact you.

We need to process data to process your application, to take steps to deciding whether or not to enter in to any contract with you (including assessing your suitability for the position), to carry out our activities as a business and to carry out our obligations as a prospective employer. We will also need to process your data in order to enter into a contract with you and perform that contract.

In some cases, we also need to process data to ensure that we are complying with our legal obligations. For example, we are required to check an applicant's eligibility to work in the UK before any employment starts.

We request information on whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process. This is to carry out our obligations and exercise specific rights in relation to employment.

We may seek information about criminal convictions and offences if it is appropriate given the nature of the role and where we are legally permitted to do so. We do so to establish whether or not an individual has committed an unlawful act or been involved in dishonest or some other improper conduct.

We collect information relating to date of birth for those aged under 18. We do so as we only accept job applications from those aged 16 and over and also, some positions will involve serving alcohol and therefore complying with the additional legal requirements involved with serving alcohol.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We may process personal data where you have consented to it or where the law otherwise permits or requires it.

We may also process your personal data where we need to protect your interests (or someone else's interests) or where it is needed in the public interest, but this is likely to be rare.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Please note that we may process your personal information without your knowledge or consent only where this is required or permitted by law.

Recruitment processes are not based solely on automated decision-making.

## **DATA SHARING**

Your data will be shared internally for the purposes of the recruitment process. This includes the HR team, interviewers involved in the recruitment process, managers of the vacancy and any other managers who need access to the data in the performance of the recruitment process.

We will not share your personal information with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you.

Only where a job offer is confirmed (rather than a conditional offer) and accepted, would we then share your information with our third-party service providers: Payroll, Pension Administration and IT Services.

Our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

We will not transfer your data outside of the European Economic Area (EEA).

## **DATA SECURITY**

We take the security of your data seriously. We have put in place appropriate security measures to prevent your personal information from being lost, accidentally destroyed, misused or accessed in an unauthorised way or disclosed. In addition, we aim to limit access to your personal information to those specified within the Data Sharing section.

## **DATA RETENTION**

We will only retain your personal information for as long as we consider it necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, requirements, after which it will be destroyed.

If your application is unsuccessful, we will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further six months for consideration for future opportunities. At the end of that period (or when you ask us to), your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. You would be provided with a new Privacy Notice at that stage relating to Employees, Workers and Contractors.

## **YOUR DUTY TO INFORM US OF CHANGES**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during the application process.

## **YOUR RIGHTS IN CONNECTION WITH PERSONAL INFORMATION**

You are under no statutory or contractual obligation to provide data to the Company during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and where applicable, satisfactory references.

As a data subject you have a number of rights. You have the right to:

- request access and obtain a copy of your data on request.
- request the Company to change incorrect or incomplete data that we hold about you.
- request the Company to delete or stop processing your data. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it.
- object to the processing of your data where we are relying on a legitimate interest as the legal ground for processing. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing.
- ask the Company to suspend processing your personal data for a period, for example, if you want us to establish its accuracy or the reason for processing it.

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing. To withdraw your consent, please contact the HR Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

We may need to request specific information from you to help us confirm your identity and ensure your right to access information (or to exercise any of your other rights). This is an appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

If you would like to exercise any of these rights please contact Justine Byford, HR Manager ([justine.byford@chelmsfordcityracecourse.com](mailto:justine.byford@chelmsfordcityracecourse.com)).

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

## **CHANGES TO THIS PRIVACY NOTICE**

We reserve the right to update this privacy notice at any time.

\*Chelmsford City Racecourse is owned by Great Leighs Estates Limited.