

# Privacy Notice – Job Applications

GSM Ardent Ltd is committed to protecting your privacy. This Privacy Notice sets forth our current privacy practices regarding the information we collect when you fill in this application form. By completing this form, you acknowledge and fully understand our Privacy Notice and freely consent to the information collection and use practices described.

As a “data controller”, we are responsible for deciding how we process personal data about you. We take your privacy seriously and we are fully committed to protecting your personal data at all times. We will only process your personal data in accordance with applicable data protection laws, adhering to the principles (as applicable) contained in the GDPR.

## Use of information for live applications

We have 4 points of information gathering during the process.

- Application form
- Suitability telephone conversation
- Interview
- Compliance checks (references, DBS & work chronology) \*

Stage	Type of information gathered	Legal basis for gathering information
Application form	Contact details and comprehensive personal information gathered	To assess applicant's suitability / ability to become an employee of a leading children's services provider and ensure all children's safeguarding laws are met.
Suitability telephone conversation	Assessment of the applicant's relevant experience and suitability to the role	
Interview	More in-depth assessment of the applicant's relevant experience and suitability to the role	

*\*A further privacy notice will be required at the Compliance stage to allow for previous employment checks and DBS procedures etc.*

All personal data gathered will be stored whilst the application is still live. An application form is no longer considered live from the point at which the person starts employment with GSM Ardent Ltd, or the date that the application is closed.

### Use of information for closed applications

Closure Stage	Maximum time data held once closed	Reason for holding data
Application form submitted – no interview	6 months	To allow applicants to re-enter the process at a later date.
Interview / Induction taken place – not successful or offer declined	6 months	

### Where we store your information

All information gathered from the above processes will be secured physically in locked filing cabinet only accessible by authorised personnel.

### What we do with your information

We use information gathered at initial enquiry stage to keep in contact with you throughout the process. This includes making telephone calls and sending SMS messages to the number that you provide.

### Your rights

You may make a formal request for access to personal data that we hold about you at any time. This is known as a Subject Access Request. Such a request must be made in writing and we must respond within one month. Please note that under the GDPR we are permitted to extend the one-month time period for responding by an additional two months where, in our view, your request is complex or numerous in nature.

Under certain circumstances, by law you also have the right to request:

- To have your personal data corrected where it is inaccurate.
- To have your personal data erased where it is no longer required. Provided that we do not have any continuing lawful reason to continue processing your personal data, we will make reasonable efforts to comply with your request.