

Privacy Policy for Internal Recruitment at BIGRAY

At **BIGRAY**, we are committed to safeguarding your personal information and ensuring transparency in how we handle your data during the recruitment process. This Privacy Policy explains how we collect, process, and protect your information, in compliance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

1. Information We Collect

During the recruitment process, we may collect the following types of personal information:

- **Contact details:** Name, email address, phone number, and address.
- **Application details:** Resume, cover letter, qualifications, and employment history.
- **Interview data:** Notes and assessments made during interviews or tests.
- **Additional information:** Any other information you voluntarily provide during the recruitment process.

2. How We Use Your Information

We process your personal information to:

- Evaluate your suitability for the role you have applied for.
- Communicate with you about your application.
- Maintain recruitment records for the duration of the recruitment process only.

3. Legal Basis for Processing

We process your personal data based on the following legal grounds:

- **Legitimate interests:** To assess your qualifications and suitability for the role.
- **Consent:** If you explicitly agree for us to retain your details for future job opportunities.

4. Retention of Your Data

We will **NOT** retain your personal data for longer than necessary. (e.g., purely for recruitment with no ongoing data retention beyond the recruitment phase)

Specifically:

- **Successful applicants:** Your data will be retained in accordance with our employee records policy.
- **Unsuccessful applicants:** Your data will be securely deleted within **30 days** of the conclusion of the recruitment process unless you provide explicit consent for us to retain your data for **6 months** to consider you for future roles.

You can withdraw consent at any time by contacting us at rashmi@bigray.co.uk.

5. Data Sharing

We **DO NOT** share your personal data with third parties, except:

- When required by law or regulation.
- When necessary for legal proceedings or to protect our rights.

We do not sell, rent, or use your data for marketing purposes.

6. Your Rights

Under the UK GDPR, you have the following rights regarding your personal data:

- **Right to access:** Request a copy of the data we hold about you.
- **Right to rectification:** Request corrections to your personal data if inaccurate.
- **Right to erasure:** Request deletion of your data after the recruitment process.
- **Right to restrict processing:** Ask us to limit the use of your data.
- **Right to object:** Object to the processing of your data for legitimate interests.
- **Right to data portability:** Receive your data in a machine-readable format.

To exercise any of these rights, contact us at rashmi@bigray.co.uk.

7. Data Security

We implement appropriate technical and organizational measures to protect your personal information from unauthorized access, misuse, loss, or disclosure.

8. Right to Lodge a Complaint

If you believe we have mishandled your data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO)

9. Updates to This Privacy Policy

We may update this policy from time to time. The most current version will always be available at this link- <https://bigray.co.uk/privacy-policy>

10. Contact Us

If you have questions about this Privacy Policy or how we process your data, please contact us:

- **Email:** rashmi@bigray.co.uk