



How we use YOUR information during our recruitment process

Here at Turnaround West Midlands Community Interest Company (Turnaround) we are committed to protecting and respecting your privacy. This Privacy Notice (together with any documents referred to herein) sets out the basis on which the personal data collected from you, or that you provide to us, will be processed by us in connection with our recruitment processes. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

Turnaround are the 'controller' of all the personal data you provide to us. Our Company Registration Number is 10438942, and Registered Office is Kemp House, 160 City Road, London, EC1V 2NX.

Your Personal Information

Information we collect from you...

We collect and process some or all of the following types of information from you :

- Information that you provide when you apply for a role. This includes information provided through an online job site, via e-mail, in person at interviews and/or by any other method
- In particular we process personal details such as name, email address, date of birth, qualifications, experience, information relating to your employment history, skills and experience that you provide to us
- If you contact us, we may keep a record of that correspondence
- A record of your progress through the hiring process that we may conduct

Information we collect from other sources...

We may receive your personal data from a third party who recommends you as a candidate for a specific job opening or for our business more generally

Uses Made of Your Information

Lawful basis for processing...

We rely on legitimate interest as the lawful basis on which we collect and use your personal data. Our legitimate interests are the recruitment of staff for our business.

We rely on your consent, which is freely given by you during the application process to disclose personal data on the basis described below.

Purpose of processing...

We use the information held about you in the following ways:

- To consider your application in respect of the role for which you have applied
- To consider your application respect of other roles that may be applicable
- To communicate with you in respect of the recruitment process

Decision making...

The process of finding suitable candidates is based on a criteria expressly identified by us in relation to the specific role applied for and any decisions are made by a specially selected recruitment panel which maybe made up of non Turnaround employees.

Disclosure of Your Information

Your personal data maybe be passed to members of the recruitment panel during the hiring process. Should the panel be made up of non Turnaround employees, their employer shall be the controller of this data and shall therefore be responsible for complying with all applicable law in respect of the use of that data following its transfer by us.

How We Store Your Personal Data

Security...

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data transmitted through any online means, therefore any transmission remains at your own risk.

Where we store your personal data...

Your personal data will be stored on a cloud-based system whose servers are located in the European Union (for further information please see www.tresorit.com) however we take all reasonable steps to ensure that your personal data is processed securely.

How long we keep your personal data for...

We will hold all of your data for a period of 12 months from receipt at which point it will be destroyed if it is no longer required for the lawful purpose(s) for which it was obtained. However, it is easy for you to withdraw your consent at any time you just need to contact a member of staff by phone, e-mail or post.

Your Individual Rights and Entitlements

You have the right to obtain the personal data processed by Turnaround on your behalf along with any supplementary information held by us in order that you can be aware of and verify the lawfulness of our processing. The information will be provided **free of charge** and within one month of your request.

You also have the right for any inaccurate personal data held by Turnaround to be rectified accordingly. In certain circumstances your personal data maybe erased, or restrictions imposed and you also have the right to object to the way your data is being processed.

If you are concerned about any information you believe we hold about you please contact us using our contact details below and include :

- Enough information for us to identify you
- Proof of your identity and address
- The information to which your request relates

Contact Us

All questions, comments and requests regarding this Privacy Notice should be addressed to our Director, Victoria Graham on 07714252927, or by post to Kemp House, 160 City Road, London, EC1V 2NX or by e-mail victoria@turnaroundwestmidlands.co.uk

This information can also be found on our website www.turnaroundwestmidlands.co.uk

How to Complain

We hope that we can resolve any query or concern you raise about our use of your information.

General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws incurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031231113.