**Recruitment Privacy Statement**

Application forms are produced by Tai Calon Community Housing (TCCH) who, as Data Controller, will use the data collected for the purposes of considering your suitability for any job vacancies that you have applied for.

The information you supply will be used to process your application, to communicate with you at various stages in the selection process (such as to arrange an interview) and if you are appointed, any information you supply will form part of your personnel record.

The information provided to TCCH will be treated in full accordance with the General Data Protection Regulations 2018 and as detailed in the TCCH Privacy Policy and Legal Notice.

The legal basis for processing your information to support TCCH’s legitimate interests to seek job applicants to provide resource for the business services that we offer.

We will not share or disclose the personal data you submit to anyone else and we will not process the information you have provided for any other purposes than those referred to in this Privacy Statement.

**How long does Tai Calon hold your personal information for?**

In the event that your application is unsuccessful, the information you provide to us through this form and during the application process will be stored in our computer systems for a maximum period of 9 months, after which time your personal information will be securely destroyed.

If you are appointed, any information you supply will held on our computer systems for the duration of your employment with TCCH and destroyed securely in line with our retention policy.

**Right of access**

You have the right to access the personal information that we process about you in line with legislation through a Subject Access Request which is free and information will be supplied within 30 days.

**Right to rectification**

You have the right to have inaccurate and incomplete information about you rectified and completed.

**Right to be forgotten**

You may have the right to have the information we hold on you deleted where the use of that information would no longer meet the requirements of the General Data Protection Regulation.

**Concerns**

You have the right to complain to the Information Commissioner’s Office if you think there is a problem with the way in which TCCH are handling your information.

To contact the ICO visit their website at <https://ico.org.uk/>

**How we store your personal information**

We will store the information you provide on a computer system provided by 3D MarComms Ltd, a specialist company who act in the capacity of our Data Processor. 3D MarComms are a UK based company with subcontractors based in United States. The subcontractors used are Privacy Shield Certified.

**How to contact us**

If you would like to know anything further about how we handle information that we hold about you or exercise any of your information rights please contact our Data Protection Officer Vicki Thomas at [vicki.thomas@taicalon.org](mailto:vicki.thomas@taicalon.org)

**Declaration**

By agreeing to this privacy statement you are confirming that any statements you have made as part of your application are true and to the best of your knowledge and understand that any offer of employment is conditional upon the accuracy of this information.