

Freeman Brothers and J.Gumbrill Data Protection Policy for Job Applicants

Freeman Brothers and J.Gumbrill take privacy seriously and will only use job applicants' data as a necessary part of any recruitment process.

Applicants' information will be processed in the following ways:

- used to contact an applicant regarding the success or otherwise of their application
 - this may be by telephone, in writing and/or by email
 - to carry out internet searches as part of due diligence on candidates. This will be in line with our Equal Opportunities obligations.
- Successful applicants who go on to become employees will be subject to Freeman Brothers' Fair Data Processing Policy and provided with the information therein.

Data will be retained, or otherwise, in the following ways:

- Successful applicants will have their data retained as with other employees
- Unsuccessful applicants' data held on paper will be shredded after the vacancy has been fulfilled and they will be contacted in this respect. Any electronic communications will be 'double deleted'.
 - Should we wish to retain an unsuccessful candidates' data, we will seek explicit consent and periodically re-establish consent to securely store this data as hard copy with access limited to managerial staff.
- Unsolicited job applicants are advised that their data will not be retained and advised of how vacancies are advertised. Their information is deleted and/or shredded as soon as this has occurred.

References will only be taken up with explicit consent after a conditional employment offer has been made.

If there are any questions about any aspect of this policy then please contact us.