

Privacy Notice (Potential Employee)

The **Data Controller** connected with this **Privacy Notice** is Fox Brothers & Co Ltd.

1. Purpose

In this instance your data is being processed for the specific purpose of recruitment for a contract of employment.

2. Lawful Basis

The collection of your data for this purpose is under the **Lawful Basis of Contract** in that we need to process your personal data in order to fulfil pre-contract activities before making any decision to offer you a contract of employment.

3. Information Collected

The personal data we may process about you in connection with this purpose is:

- 3.1. Name
- 3.2. Address
- 3.3. Telephone number(s)
- 3.4. Email Address
- 3.5. Curriculum Vitae

4. Retention

Under the **Lawful Basis** referenced in paragraph 2, your data will be retained until a job offer is made. Thereafter, for a successful candidate your data will be processed under our Employee Management Privacy Notice. Unsuccessful candidate's data will be retained for a period of 6 months after the appointment is made, in case the appointed candidate turns out to be unsuitable and the role is re-recruited, or another similar role is recruited.

5. Data Sharing

Whilst we control your personal data, we will need to share this data with the following parties, for the following purposes:

- 5.1. PCN Ltd and Microsoft Corporation for the sole purpose of supporting our IT systems and data storage.
- 5.2. Peninsula HR Services, for the sole purpose of providing HR advice and support to the business.

All of these data sharing activities are governed by commercial terms, which include data sharing clauses. These various data processors act under Fox Brothers control and are only permitted to use the personal data for the sole purpose for which it is shared with them.

6. Destruction

At the end of the relevant retention period (paragraph 4) your data will be destroyed using an approved method unless prevented by Court order.

7. Rights of the Data Subject

- 7.1. Under the General Data Protection Regulation, you, the Data Subject have certain rights regarding the control and processing of your personal data. Details regarding your rights can be found on the Information Commissioner's Office (ICO) [website](#).

7.2. Should you wish to contact Fox Brothers & Co Ltd in order to exercise any of these rights, please speak in person or email the **Data Controller's** representative using the following email address info@foxflannel.com. Alternatively, please call 01823 662271 and ask to speak with the Company's representative with responsibility for Data Protection matters.

8. Security

- 8.1. Recognising the importance of personal data to our employees, we endeavour to put in place appropriate organisational and technical measures to protect that data.
- 8.2. Personal data we hold on electronic media is encrypted and stored on a secure server.
- 8.3. Personal data we hold on non-electronic media is held in files, which are secured in lockable cabinets and we have access controls both within the organisation and to our premises.
- 8.4. **Data Subjects** should be aware that not all electronic communications are secure. We use Transport Layer Security (TLS) to encrypt and protect email traffic in line with government advice. However, if your email service does not support TLS, you should be aware that any emails we send or receive may not be protected in transit.
- 8.5. We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

9. Data Protection Concerns

Should you have any concerns regarding the way an organisation is processing your personal data, the ICO recommends that in the first instance you contact the organisation concerned, in this case your employer. If the organisation does not address those concerns in an appropriate manner, you then have the option to escalate the issue to the ICO. If you wish to contact us because you have concerns about our use of your personal data, please contact us using the details provided in paragraph 7.2.

10. Updates

This Privacy Notice is kept under review and it is updated as appropriate. It was last updated 30 August 2018.