

Rockley Watersports - Job Applicant Privacy Notice

As part of any recruitment process, Rockley Watersports collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

Rockley Watersports collects a range of information about you.

This includes:

- Contact details including, your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK.

Rockley Watersports may collect this information in a variety of ways. e.g. through application forms, CVs or obtained from your passport or other identity document.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does Rockley Watersports process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with its legal obligations. e.g. a successful applicant's eligibility to work in the UK before employment starts.

Rockley Watersports has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide whom to offer a job.

If your application is unsuccessful, Rockley Watersports may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business and IT staff if access to the data is necessary for the performance of their roles. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

How is your data protected?

We have internal controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

How long do we keep your data?

If your application for employment is unsuccessful, Rockley Watersports will hold your data on file for 6 (six) months. At the end of that period your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Personnel file (electronic and paper based) and retained during your employment.

As an employee how your data is used & held for is details in the below Active Employee notice.

If you believe that the Rockley Watersports has not complied with your data protection rights, you can complain to the Information Commissioner <https://ico.org.uk/>

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

Your Rights

- As a data subject, you have a number of rights.
- You can access and obtain a copy of your data on request;
- You can request the organisation to change incorrect or incomplete data;
- Request the organisation delete or stop processing your data

If you would like to exercise any of these rights, please contact the HR department on team@rockley.org.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner <https://ico.org.uk/>