****

**Recruitment Privacy Notice**

Whitemeadow Furniture Ltd is the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information, please write to us at the address below.

**What will we do with the information you provide to us?**

All information you provide during the application process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during Whitemeadow’s internal recruitment process with any third parties for marketing purposes. Data sent electronically or processed beyond the initial application will be stored within the European Economic Area. The information you provide will be held securely by us whether the information is in electronic or physical format. We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

**What information do we ask for, and why?**

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You don’t have to provide what we ask for, but it might affect your application if you don’t.

**Application stage**

Applications may be received by email, physically by post or through a third-party recruitment agency. We may ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our HR Department and hiring Manager will have access to this information.

**Shortlisting**

Our hiring managers shortlist applications for interview.

**Conditional offer**

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

* Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
* We will contact your referees, using the details you provide in your application, directly to obtain references
* We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work.

You may be required to provide:

* Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.

If we make a final offer, we will also ask you for the following:

* Bank details – to process salary payments
* Emergency contact details – so we know who to contact in case you have an emergency at work

**Use of data processors**

Data processors are third parties who provide elements of our recruitment service for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation unless they have our explicit permission or where there is a legal obligation to do so. They will hold it securely and retain it for the period we instruct.  
If you are employed by Whitemeadow Furniture Ltd, relevant details about you will be provided to a number of third-party providers, including our payroll and pensions providers. All employees will be given an appropriate privacy notice to explain this in detail.

**How long is the information retained for?**

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 7 years following the end of your employment. This includes fitness to work, records of any references.  
If you are unsuccessful at any stage of the process, your CV, interview notes and any other information you have provided until that point shall be retained for up to 12 months. If you would prefer us to delete your CV, please let us know by writing to the HR Department at the address below. When we have no ongoing legitimate business need to process your personal information, we will delete it securely or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion.

**Complaints or queries**

Whitemeadow Furniture Ltd endeavors to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of Whitemeadow’s collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to Whitemeadow Furniture Limited, Orchard Way, Calladine Business Park, Sutton in Ashfield, Nottinghamshire, NG17 1JU FAO HR Department.