

How we use your information

(Fair Processing Notice – Job Applicants)

1. Introduction

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z6043765 and we are the data controller of any personal data that you provide to us. Our Data Protection Officer is the Director of Corporate Services.

Our Privacy Policy can be viewed at www.stoll.org.uk/policies, Any questions relating to this notice and our privacy practices should be sent to info@stoll.org.uk

2. What information we collect about you

We collect the following information from you through a variety of resources (i) directly from you; or (ii) third parties such as employment agencies:

- Name
- Address
- Telephone Number
- E-mail address
- Personal characteristics such as gender and ethnic group (anonymously)
- Qualifications
- Employment History

We collect and use the above information and personal data to administrate our recruitment and selection process.

3. What processing we do with information collected

The information we require from you is processed as part of our essential business activities and to comply with relevant legislation and regulation.

Stoll operates a range of information and communications systems and technologies for efficient operation of the business. Personal information is stored and managed within those systems which are maintained to achieve a high level of Confidentiality, Integrity and Availability (CIA) including following best practice cyber security standards.

We hold information in IT systems which may be copied for testing, backup, archiving and disaster recovery purposes.

Job applications are locked securely in a metal cabinet only accessible by HR. All documentation is treated in the strictest confidence.

All data is held within the UK.

4. Who we share data with and how long we keep information

We will not share your data with any third parties.

Unsuccessful applicant documents are retained for a period of 6 months.

5. Your rights, the right to complain and the ICO

You have the right at any time to:

- Ask for a copy of the information about you held by us in our records;
- Require us to correct any inaccuracies in your information; and
- complain to the Information Commissioner's Office in relation to our use of your information.