

Privacy Notice for External Job Applicants

Effective Date: June 2024

Introduction We value your privacy and are committed to protecting your personal data. This privacy notice outlines how we collect, use, and protect your information when you apply for a job with us.

Information We Collect When you apply for a position with us, we may collect the following personal data:

- Name and contact details (address, phone number, email).
- Resume/CV and cover letter.
- Employment history and qualifications.
- References and background checks.
- Interview notes and assessment results.

How We Use Your Information Your personal data will be used for the following purposes:

- Processing and evaluating your job application.
- Verifying your qualifications and references.
- Communicating with you about your application status.
- Complying with legal and regulatory requirements.

Data Sharing and Transfers We may share your personal data with:

- Internal teams involved in the recruitment process.
- Third-party service providers assisting with recruitment.
- Legal and regulatory authorities, if required.

We ensure that any third-party service providers adhere to strict data protection standards.

Data Retention We will retain your personal data only for as long as necessary to fulfil the purposes outlined in this notice, or as required by law. If your application is unsuccessful, we may retain your data for a period of 6 months from the last action taken to consider you for future opportunities, unless you request otherwise.

Security We implement appropriate technical and organisational measures to protect your personal data against unauthorised access, disclosure, alteration, or destruction.

Your Rights You have the right to:

- Access your personal data and receive a copy.
- Correct any inaccuracies in your data.
- Request the deletion of your data.
- Object to the processing of your data.
- Withdraw your consent at any time.

To exercise your rights, please contact us at info@grace-foundation.org.uk

Contact Us If you have any questions or concerns about this privacy notice or how we handle your personal data, please contact us at:

IM Group and its related entities at IM Group Limited, The Gate, International Drive, Solihull, B90 4WA or on info@grace-foundation.org.uk

Changes to This Notice We may update this privacy notice periodically. Any changes will be posted on our website with the effective date.

Thank you for considering Grace Foundation as your potential employer.