



INVESTOR IN PEOPLE



# Recruitment Privacy Policy

## Guidelines to candidates

### Recruitment Privacy Statement

By submitting your application to Herefordshire & Worcestershire Chamber of Commerce, you are agreeing to us processing your data in line with the General Data Protection Regulations, which came into effect on 25 May 2018.

We will hold any data you send us as part of your application for a period of three months following the completion of the recruitment campaign, including:

- A hard copy of your CV, cover letter (if provided), email and shortlisting form in a file in the lockable HR office
- Your name, personal email address and the means by which you have applied to us on an Excel spreadsheet which is saved in a restricted area of the IT system

We will not use or process your details for any purpose other than the recruitment process.

Should you be shortlisted and attend an interview we will also require copies of formal identification (passport, driving license and utility bill). This is required to support our checks regarding proof of eligibility to work in the UK. These details will be stored for three months along with the above data and any further shortlisting/assessment forms and activity evidence.

After three months, hard copies of the above data will be securely destroyed and electronic information will be deleted. However, should you subsequently accept a job offer made by us and become employed by the Chamber of Commerce, the documents will be retained on your personnel file for the duration of your employment.

The information obtained from you in respect of the recruitment process will only be accessed and used by those individuals who are legitimately part of the recruitment process.

If you have submitted your CV to us on a speculative basis, we will retain your CV for a period of three months to consider against future recruitment.

We will not disclose your details to any third party unless for the purposes of conducting DISC profiling or if an external member of staff is on the interview panel.

If you have any questions regarding this or would like your data destroyed before the three month period following completion of the recruitment campaign then please do not hesitate to contact: [abigailr@hwchamber.co.uk](mailto:abigailr@hwchamber.co.uk)

Should you require any additional information or have any queries relating to the recruitment process, please contact: Dawn Hardman, Director of HR on 01905 673600.