

## **Recruitment Privacy Statement**

### **What is the purpose of this document?**

Tiny Box Company is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

### **Data protection principles**

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### **Why we collect your data**

We will collect, store, use and process the personal data you give to us to enable your application for jobs at Tiny Box Company.

Other reasons we collect and use your data are:

- For monitoring and reporting purposes
- To assess data you have provided against other vacancies and to build talent pools where appropriate
- To assess your skills, qualifications, and suitability for the role
- To carry out background and reference checks, where applicable.
- To communicate with you about the recruitment process.
- To comply with legal or regulatory requirements

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract with you.

### **What information we collect from you**

We collect personal information such as:

- Your name
- Postal address
- Phone number - land line and/or mobile
- Personal email address
- Your CV as provided by you
- The information you have provided on our application form
- Any information you provide to us during an interview

**We may also collect, store and use the following types of more sensitive personal information:**

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

**We will use your particularly sensitive personal information in the following ways:**

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

**We collect personal information about candidates from the following sources:**

- You, the candidate.
- Recruitment agencies.
- Background check providers.
- Credit reference agencies.
- Disclosure and Barring Service in respect of criminal convictions.
- Your named referees.

**If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

**Disclosure of your personal information**

We will only disclose your personal information to government bodies and law enforcement agencies to comply with any legal obligation, or to protect the rights, property or safety of our staff, our company or others. We may also disclose or share your personal information with successors in title to our business and suppliers we engage to process data on our behalf.

**How long we keep your data**

All personal data held by Tiny Box Company about you in connection with your application will be deleted 6 months after the vacancy has been filled unless either:

(a) the law requires us to hold it for longer in which case we will hold it for the period the law requires;

Or

(b) your application is successful in which case we will hold your personal data as an employee of Tiny Box Company Ltd in relation to our employee record data retention policy.

## **Security**

We take the security of your data seriously. We have put in place security procedures and technical and organisational measures to safeguard your personal information. However, the transmission of information via the internet is not completely secure. Whilst we will do our best to protect your information, we cannot ensure the security of your data. Any information you submit is sent at your own risk. Once we have received your Information we will use strict procedures and security features to prevent unauthorised access.

Where we engage third parties to process personal data on our behalf, they do so based on our instruction, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

## **Your consent**

By submitting your application, you consent to our collection, processing and use of your personal data as set out in this Privacy Statement. You may withdraw your consent at any time.

## **Access to information**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all your personal information, please send an email to [vacancies@tinyboxcompany.com](mailto:vacancies@tinyboxcompany.com).

We want to ensure that your personal information is accurate and up to date. If any of the information you have provided to us changes, for example, if you change your email address or name, please let us know the correct details. You may ask us, or we may ask you, to correct information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate.

## **How to contact us**

If you have any concerns or queries regarding this privacy statement please contact [vacancies@tinyboxcompany.com](mailto:vacancies@tinyboxcompany.com) or write to us at Tiny Box Company Ltd, Units 1&2 Bluebell Business Estate, Sheffield Park, East Sussex, TN22 3HQ