



HR48 - Privacy Notice for Applicants on the Collection and Retention of Recruitment Data as Part of the Recruitment and Selection Process

Policy Statement

Access Training is fully committed to meeting the requirements of the General Data Protection Regulation (GDPR) and the Data Protection Act 1998 with regards to the collection and retention of data for applicants wishing to apply for employment with the company. In line with the GDPR (and the Data Protection Act 1998), recruitment data will not be kept for longer than is necessary for the purpose for which it is processed.

Retention Period

Application forms and any other associated paperwork as part of the recruitment and selection process will be retained for a period no longer than 8 months. At this point, all data will be destroyed securely.

Unsolicited Personal Data

Any application forms or CVs that are submitted to the company on a speculative basis at a time when it is not recruiting will be destroyed upon receipt of and the candidate will be informed of this.

Title	Code
Privacy Notice for Applicants on the Collection and Retention of Data as Part of the Recruitment and Selection Process	HR48
Publication Date / Date of Update	Version Number
May 2018	1.0
Originator	Checked for Impact Assessment
Name: Chris Rodgers	Assessor(s): Sarah Kelly
Date: 21.5.18	Date Assessed: 24.5.18
Authorised by Managing Director	Authorised by Board of Directors
Name / Signature:	Name / Signature:
Date:	Date:
Associated Forms	