

## WRIGHT VIGAR PRIVACY POLICY - APPLICANTS

This Privacy Policy sets out how we, Wright Vigar Ltd, obtain, store and use your personal information when you apply for a position with the company.

### Our Details

Wright Vigar Ltd will be what is known as the 'Controller' of the personal data you provide to us. We can be contacted at 15 Newland, Lincoln, LN1 1XG, telephone 01522 531341 or email [vacancies@wrightvigar.co.uk](mailto:vacancies@wrightvigar.co.uk).

### How we collect or obtain personal information about you

We collect information about you from different places including:

- directly from you
- from a third party acting on your behalf e.g. a recruitment agency
- from public available sources
- when we generate it
- from other organisations

### Personal information we collect or obtain about you

- Name, address and telephone
- Confidential correspondence
- Education history
- Email, social networks
- Employment history
- Identification information

### How is your personal information used

We will use the information to fulfil the requirements of recruitment (including the assessing of candidates for suitability of roles and subsequent employment). From applicants we process and retain personal data for the following purposes, with the applicable legal basis.

- to confirm your identity and address
- to meet the terms of the employment contract
- to confirm suitability for employment

### How long we store your personal information

We will retain your information for 12 months or as agreed with you. If your application results in employment, then we will keep your information for as long as you are an employee.

### How we secure your personal information

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. This includes Cyber Essentials Accreditation.

### Our use of cookies and similar technologies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. You can view the full Wright Vigar Cookie Policy from our website.

We do not store any personal data in the cookies that we use and store your information anonymously to assist us in the running of the site, and also for monitoring the activity and traffic both to and through our website. To do this we use Google Analytics cookies.

Depending on the browser you use you should be able to control what cookies are placed on your device through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.aboutcookies.org.uk](http://www.aboutcookies.org.uk) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

We use Google Analytics to analyse the use of our websites; Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' devices. The information generated relating to our website is user to create reports about the use of our website. Details captured during your visit will include, but not limited to, traffic data, location data, weblogs and other communication data and the resources you access, however, all data collected is anonymous and will not identify you as an individual.

Google, store this activity information, and you can view Google's privacy policy at <http://www.google.com/privacypolicy.html>. To opt out of being tracked by Google Analytics across all websites visit <https://tools.google.com/dlpage/gaoptout>.

### Your rights in relation to your personal information

You have a number of rights to your information:

- The right to be informed about your processing of my personal data;
- The right to have my personal data corrected if it is inaccurate and to have incomplete personal data completed;
- The right to object to processing of my personal data;
- The right to restrict processing of my personal data;
- The right to have my personal data erased (the "right to be forgotten");
- The right to request access to my personal data and information about how you process it; and
- The right to move, copy or transfer my personal data ("data portability").

#### **Changes to your information and how to complain**

If at any point you believe the information we process on you is incorrect you request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Chief Operating Officer who will investigate the matter. Our Chief Operating Officer is David Thompson and you can contact him at [david.thompson@wrightvigar.co.uk](mailto:david.thompson@wrightvigar.co.uk). If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office (ICO).

#### **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in April 2018.