

Job Applicant Privacy Notice

Draper Tools Limited has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and assist with deciding who to offer a position to. We may also need to process data from job applicants to respond to and defend against legal claims.

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR department, interviewers involved in the recruitment process, Managers in the business area with a vacancy and IT staff if access to data is necessary for the performance of their roles. Your data will not be shared with any third parties unless there is a requirement to do so during the recruitment process; we will obtain further consent from you if that is the case.

If your application is unsuccessful, Draper Tools Limited may keep your personal data on file in case there are future employment opportunities for you which you may be suited. We will securely hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data will be deleted and confidentially destroyed.

If your application is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your Rights

As a data subject, you have several rights. You can:

- Access and obtain a copy of your data on request
- Require the organisation to change incorrect or incomplete data
- Require the organisation to delete or stop processing your data

You are under no statutory or contractual obligation to provide data to Draper Tools Limited during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

If you would like to withdraw your consent or have any questions or concerns, please contact the Company's Data Protection Officer, on 02380 266355.