

## **Job Applicant Privacy Notice Your Personal Data**

### *What we need*

The Carbon Trust will be the “Controller” of the personal information you provide as part of your job application. We will usually collect the following information about you:

- Name and date of birth
- Home address and phone numbers
- Private email address(es)
- C.V. and references
- Salary, pension and other existing benefits
- Right to work
- Nationality

We may also collect “special categories” of personal information (that used to be known as “sensitive personal data”) but only where it is relevant to ensuring we provide a safe working environment (e.g. allergies or disabilities).

### *Why we need it*

It is necessary for us to check your experience and qualifications meet the requirements of the job and to verify it with former employers or schools. We may also review your public social media accounts for information relevant to the job, although this would usually only be later in the process (such as when you have been short-listed based on your experience and qualifications).

Where we collect special category personal data from you, it is because that information is necessary to ensure we can comply with our legal obligations to you as an employer, including providing a safe and secure workplace and in order to check certain benefits to which you might be entitled, including medical insurance and pensions.

### *What we do with it*

The information we collect is processed by our staff in the UK and it may be kept electronically or in hard-copy. For the purposes of IT hosting and maintenance, information may be located on servers within the European Union.

We will only disclose personal information disclosed during the application process to people or organisations (such as schools or previous employers) that we need to contact in order to verify the personal information you provide us, in particular your qualifications and experience.

We will only disclose special categories of personal data to third parties (e.g. medical information) where necessary to provide you with any agreed medical insurance, pension or other similar benefits or where we are legally obliged to disclose it. Again, this would only happen at the later stages of any job application process.

We often use job application data to review our recruitment processes but any data used in this way is anonymised and usually aggregated with other applicant information.

### *How long we keep it*

If your application is not successful, your personal data will only be kept for up to one year after your application, subject to any legal obligations that may require us to hold information for longer. In that case we will only keep the information which we are required to.

Any personal information you provide to us will only be used to inform you about future job opportunities but if you would rather we didn't please let us know at any time and we will remove your details from our records.

### *What are your rights?*

You may at any time request to see the personal data we hold about you. If any data is incorrect then we will amend it. In certain cases you may also have the right to have your personal data erased or otherwise restrict our use of it. Whilst we do not have a designated data protection officer, any queries regarding your personal data may be sent to the General Counsel and Company Secretary using the email address, [legal@carbontrust.com](mailto:legal@carbontrust.com).

If you are not satisfied with our response to any query or believe we are processing your personal data other than in accordance with the law, you can complain to the Information Commissioner's Office (ICO).