

Privacy Notice

Prospective Employee



Privacy Notice

What information do we collect from you?

- Your name
- Your personal mobile and/or fixed-line telephone number
- Your personal email address
- The handle of your personal LinkedIn profile
- Your CV or employment profile
- Interview and/or assessment notes

Why do we collect this information?

You are a candidate for an open position we have in our business.

We will process your details under our legitimate interests, which are:

- Recruiting employees whose skills are needed in the business

Who might we share your information with?

We will share your Personal Data with British local and central government bodies and agencies; to the extent required by law.

Can I opt out?

You can decide not to provide us with the handle to your personal LinkedIn profile. This may mean that the recruitment process is slower and less efficient.

What do we do with your information?

We will use your Personal Data to progress your candidacy for the open roles at our business.

How long do we keep hold of your information?

Your Personal Data will be retained until 6 months after either party decides that your candidacy will not proceed; or 6 months after your start date if you accept an offer of employment.

What are your rights?

You can contact us at privacy@welcomm.co.uk and:

- Ask us to provide a copy of the Personal Data for you that we hold or process.



- Request that we make a correction to the Personal Data for you that we hold or process.
- Object to our processing of your Personal Data.

If you are unhappy with our processing of your Personal Data; or our handling of a related request you can complain to the ICO at <https://ico.org.uk/concerns> or contact them by telephone on 0303 123 1113.

You also have the right to take legal action if you are not satisfied with our handling of your Personal Data; or how we deal with a related request.

Is your information used for any automated decision making?

We will not process your Personal Data for the purpose of automated decision making.

Will your information be transferred overseas?

From time to time, our suppliers may store and process your data outside the European Economic Area (EEA), in the United States.

When this occurs, your Personal Data is safeguarded by our policy of using suppliers who have adopted European Union (EU) Model Clauses; or who hold a current Privacy Shield certification for their US-based operations.

What are our contact details?

This Privacy Notice is issued by Welcomm Communications Limited.

Our principal place of business is 24 The Point, Market Harborough, Leicestershire, LE16 7QU.

You can contact us:

- By post, using the postal address given above.
- By Telephone, on the contact number published on our website.
- By email using privacy@welcomm.co.uk

