

This policy outlines how we collect, use and protect the personal information of job applicants in accordance with applicable data protection laws.

1. Information We Collect

We may collect and process the following personal information from job applicants:

- Contact details (name, address, email, phone number)
- Resume/CV, cover letter and other application materials
- Educational and professional background
- Employment history
- Skills, qualifications and certifications
- References and recommendations
- Interview notes and assessments

2. Purpose of Data Processing

We collect and process your personal information for the following purposes:

- Assessing your suitability for the applied position
- Contacting you regarding the application process
- Conducting interviews and assessments
- Verifying your qualifications and references
- Compliance with legal and regulatory requirements

3. Legal Basis

Our processing of your personal information is based on:

- Your consent (when applicable)
- The necessity to perform a contract with you
- Our legitimate interest in evaluating job applications

4. Data Sharing

We may share your personal information with:

- Relevant departments and individuals involved in the recruitment process
- Third-party service providers, such as background check agencies

5. Data Retention

- We retain your personal information for as long as necessary for the recruitment process. If you are not selected for the position, we may retain your information for a limited period in case of future opportunities

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6. Your Rights

You have the following rights regarding your personal information:

- Access: Request access to the personal information we hold about you.
- Rectification: Request correction of inaccurate or incomplete data.
- Erasure: Request deletion of your personal information.

7. Security Measures

We take appropriate technical and organisational measures to protect your personal information from unauthorised access, loss, or misuse.

8. Contact Us

If you have any questions or concerns about our Job Applicants Privacy Policy or your personal information, please contact us at [enquiries@sustainib.co.uk](mailto:enquiries@sustainib.co.uk)