

Privacy Notice for Recruitment

This privacy notice for recruitment explains how we collect, process and store your personal data during our recruitment process, either when you apply to us for a specific role or when you have a more general discussion with us about future opportunities.

This notice is provided to comply with our obligations under the General Data Protection Regulation (GDPR) under which Afiniti (Afiniti Consultants LLP, registered in the UK) is the “data controller” and you are the “data subject”.

What information do we collect about you?

As part of the recruitment process the information we collect may include:

- Personal data such as your name, address and contact details
- Details of your skills, experience, employment history and qualifications
- Proof of your right to work in the UK
- Information on any disability you may have for which we need to make reasonable adjustments during the recruitment process.
- Professional references from referees you provide

As well as collecting information from you we may also collect it from other sources including any professional profiles online (such as LinkedIn) and your professional referees such as former managers.

We use all data sources lawfully and we only collect types of data relevant to our recruitment needs; we do not process irrelevant data (such as cultural information) for recruiting purposes.

How do we protect your data and who has access to it

When you give us personal information, we take steps to ensure that it's treated securely on all our systems. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

We store your information in various internal systems and in an electronic file on our secure network with access restricted to our directors, HR and recruitment teams.

How will we use the information about you?

Afiniti has a legitimate interest in collecting, processing and storing personal data during our recruitment process to enable us to assess and select the most suitable candidates for available roles.

We will use your data solely for recruitment purposes in order to assess your suitability to work with us. We will not use your information for any other purpose, such as marketing, without your consent.

We will share information about you, such as your CV and interview notes, internally with those responsible for the hire and our recruitment and finance teams. We will not share your information externally unless you need to attend a meeting or interview with one of our clients as part of the recruitment process, in which case we may share your CV or professional profile with that client with your prior consent.

Afiniti Consultants LLP

Registered in Scotland No. SO305541 | Registered Office: 5-9 Bon Accord Crescent, Aberdeen, AB11 6DN
Head Office: Suite 302, Dowgate Hill House, 14-16 Dowgate Hill, London, EC4R 2SU

How long will we keep your data for?

If we engage you to work with us:

We will retain your data in an electronic file on our network and in our internal systems during the time you work with us. We'll provide you with a new privacy (fair processing) notice when you join Afiniti which explains how we treat your data, how long we will retain it for and your rights under the GDPR.

If your application is not successful:

- We'll hold your data for six months after the recruitment process has completed in case of any query or dispute.
- If we would like to consider you for future roles, with your consent we'll hold your data for an additional six months.
- After one year, if you and Afiniti wish to continue to keep in touch for recruitment purposes, we'll ask for your consent to continue storing your data for a further year.

Your rights

As a data subject you have a number of rights. You can:

- Access and obtain a copy of your data, which we are obliged to provide within 30 days
- Require us to change incorrect or incomplete data
- Require us to delete or stop processing your data, for example when the data is no longer necessary for the purpose of processing
- Object to us processing your data

If you would like to exercise any of these rights, or have any questions or require further information, please contact our Data Processing Officer, Anthony Edwards, on 0845 608 0104 or at compliance@afiniti.co.uk

If you believe Afiniti has not complied with its obligations to protect your personal data you can complain to the Information Commissioners Office (ICO) by calling 0303 123 1113 or for more information visit the ICO website <https://ico.org.uk>

What if you do not provide personal data

You do not have any statutory or contractual obligations to provide data to Afiniti during the recruitment process. However, if you do not provide the information required we may not be able to process your application properly or at all.