

## **Wild Planet Trust Recruitment Privacy Notice**

For the purposes of this document the term Wild Planet Trust (the Trust) refers to Wild Planet Trust and all subsidiary companies, including South West Environmental Parks Limited (SWEPL), South West Zoo Enterprises Limited (SWZEL) and Living Coasts (LC).

The Trust is committed to protecting the privacy and security of your personal information. The information below describes how we process personal data that you give to us during the recruitment process. It also explains your rights in relation to the personal data we hold about you.

We may update this privacy notice to remain compliant with legislation and will inform you if any significant changes are made.

The Trust is registered as a “data controller” with the Information Commissioners Office meaning we are responsible for deciding how we hold personal information about you.

### **Categories of Personal Data Collected**

We collect personal data in order to ensure a fair, consistent and well informed recruitment process, we will only request personal information that will genuinely support us in doing this. We may request details such as your name, age, contact details, education details, employment history, references and entitlement to work in the UK. We may also collect information relating to health, attendance, equality and diversity and criminal conviction.

### **Sources of Personal Data**

We collect personal information about you through our recruitment process either directly from you or via an employment agency or previous employer.

### **Legal Basis for Processing your Data**

The legal basis for processing your personal data are:

- For the performance of the recruitment process you have entered into.
- For compliance with our legal obligations.
- For compliance with the legitimate interests of the Wild Planet Trust or those of a third party and where your interests and fundamental rights do not override those interests.

### **Our Purpose for Processing your Data**

We will process your personal data in order to carry out activities relevant to the recruitment process at the Wild Planet Trust and may use your data in the following ways:

- To update you on matters relating to your application to work at Wild Planet Trust
- To support you with the recruitment process at Wild Planet Trust

- To assess your skills, qualifications and suitability for the role
- To carry out reference checks, where applicable
- To keep records relating to our recruitment process
- To check your eligibility to work in the UK
- To provide you with information that we think may be of interest to you if you have agreed to receive it, or the law otherwise permits or requires it.

### **Security of your data**

We ensure that there are appropriate controls in place to protect your personal information in accordance with current data protection legislation. Access to your personal information is limited to those employees and third parties who have a business need to know for the purposes of recruitment.

### **Who has access to your data**

The Trust will only share your personal data with third parties, if they are involved in the recruitment process or your application for employment is successful and we make you an offer of employment. We may share your personal information with third-party service providers who assist us with administering the provision of our services, e.g. reference checking and other related business entities, e.g. DBS checks. We will require these third-parties to respect the security of your data and to treat it in accordance with the law.

### **How we decide how long to retain your data**

We will only retain your data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal or reporting requirements. If you are successful we will retain your data as identified in the Employee Privacy Notice. If your application is unsuccessful we will retain your data for one year.

### **Your Rights**

You have a number of rights in relation to your personal information. You have the right to request that we:

- Provide you with a copy of the information that we hold about you
- Update any of your personal information if it is inaccurate or out of date
- Delete the personal data we hold about you, see below paragraph.
- Stop processing your data if you have valid objections to such processing

If you believe we have not complied with your rights, you can contact the Information Commissioner.

### **What if you do not provide personal data**

If you do not provide personal information, it is likely to be impossible for the Wild Planet Trust to consider your application.