



Recruitment Privacy Policy

We use your personal data during the recruitment process to assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend a legal claim. We collect and process a range of information about job applicants for our legitimate interests and to comply with legal obligations. This includes:

- your name, address and contact details;
- details of your qualifications, skills, experience, employment history and salary;
- information about your entitlement to work in the UK and/or immigration status;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- details of any criminal convictions;
- referee details and extra information your referees choose to tell us about you;
- CCTV footage if you attend our premises;
- extra information you choose to tell us during the recruitment process;
- information about your marital status and emergency contacts;

If an application for employment is successful, personal data gathered during the recruitment process will be transferred to the applicant's personnel file and retained during their employment.

If your application for employment is unsuccessful, SIFCA will hold your data on file for 6 months after the end of the relevant recruitment and it will then be confidentially destroyed.

Applicant information may be shared internally for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy, and IT staff if access to the data is necessary for the performance of IT operations.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment when we would have to contact the referees you have supplied.