

## 2110 Consult

### Job Applicant Privacy Notice

**Data Controller:**

Joanne Taylor (Director)

2110 Consult Ltd

5 Parkway  
 Porters Wood  
 St Albans  
 AL3 6PA

As part of any recruitment process, 2110 Consult Ltd collects and processes personal data relating to job applicants. 2110 Consult Ltd is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information does 2110 Consult Ltd collect?**

2110 Consult Ltd collects a range of information about you. This includes your name, address and contact details, including email address and telephone number; details of your qualifications, skills, experience and employment history; information about your current level of remuneration, including benefit entitlements; whether or not you have a disability for which 2110 Consult Ltd needs to make reasonable adjustments during the recruitment process; information about your entitlement to work in the UK; and equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

2110 Consult Ltd may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

2110 Consult Ltd may also collect personal data about you from third parties, such as references supplied by former employers.

**Why does 2110 Consult Ltd process personal data?**

2110 Consult Ltd needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, 2110 Consult Ltd needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

2110 Consult Ltd has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job

LONDON OFFICE  
 Holland House  
 Gherkin Piazza  
 1-4 Bury Street  
 London EC3A 5AW

ST ALBANS OFFICE  
 5 Parkway  
 Porters Wood  
 St Albans  
 Hertfordshire AL3 6PA

0845 209 9999

[www.2110consult.com](http://www.2110consult.com)

applicants allows 2110 Consult Ltd to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. 2110 Consult Ltd may also need to process data from job applicants to respond to and defend against legal claims.

2110 Consult Ltd may process information about whether applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, 2110 Consult Ltd may keep your personal data on file in case there are future employment opportunities for which you may be suited.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. 2110 Consult Ltd will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

### **How does 2110 Consult Ltd protect data?**

2110 Consult Ltd takes the security of your data seriously. It has internal policies and controls in place to ensure your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by the relevant and appropriate people.

### **For how long does 2110 Consult Ltd keep data?**

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### **Your rights**

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

- access and obtain a copy of your data on request;
- require 2110 Consult Ltd to change incorrect or incomplete data;
- require 2110 Consult Ltd to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where 2110 Consult Ltd is relying on its legitimate interests as the legal ground for processing.

If you would like to access any of these rights, please contact Joanne Taylor, Director.

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

You are under no statutory or contractual obligation to provide data to 2110 Consult Ltd during the recruitment process. However, if you do not provide the information, 2110 Consult Ltd may not be able to process your application properly or at all.