

## **Privacy Notice for Job Applicants**

In our recruitment process we will collect data about you so that we can assess your suitability for the position you have applied for. This will include personal data about you, your employment and education/training history, and work experience.

If we offer you a position this will be conditional upon receiving further information about you, such as employment references, a medical questionnaire, confirmation of your right to work in the UK, and if relevant to the position a certificate from the Disclosure and Barring Service.

We will ask you to complete an equal opportunities monitoring form, so we can assess the effectiveness of our equal opportunity policy. This information will only be used by the Human Resources Department for anonymised statistical analysis.

We will process this data in line with the requirements of the General Data Protection Regulation (GDPR).

The information we hold and process will be used for management and administrative purposes only, to enable us to manage our relationship with you effectively, lawfully and appropriately, to comply with any legal requirements, pursue the legitimate interests of the organisation and protect our legal position in the event of legal proceedings.

Your data will be held securely and only viewed by those within Vista who have a need to; the Human Resources Department and the recruitment and selection panel. We will not share your information with third parties.

If you are not successful in your application, your data will be destroyed after six months.

If you are successful, your data will go on to form part of your employment record. Your data will be retained for the duration of your employment and in some instances up to six years post-employment. These retention periods will be given to you in a privacy notice for our employees.

Vista does not use automated processing within our recruitment process.