



Privacy Policy (Recruitment)

Brechin Castle Centre complies with the Data Protection Act 1998 and is a registered 'Data Controller'. The Privacy Notice is subject to change and any changes to it in the future will be notified on this document. We recommend that you check the privacy notice each time you apply for a position with us.

What information do we collect?

You will be asked to provide certain information about yourself, including your name, contact details, date of birth, right to work in the UK and employment history.

Some of the information is necessary in order for us to consider an application for a vacancy or meet its statutory monitoring and reporting responsibilities. Some information maybe optional and you can choose not to complete.

How we use the information you give us

The personal information you provide in your application and as part of the recruitment process, will only be held and used for the purpose of the selection processes of Brechin Castle Centre and in connection with any subsequent employment, unless otherwise indicated.

We will only keep unsuccessful applicant's personal information for those who have been either telephone screened or interviewed for a period of 3 months from the date the recruitment campaign closes. All other applicant details will be destroyed or deleted and not held.

In the event of your application resulting in an offer of employment and your acceptance of a position with Brechin Castle Centre, your personal information will be stored securely in a personal file, some of which will be held electronically within Brechin Castle Centre in accordance with the Data Protection Act and the company's retention requirements. When we no longer have a need to keep it, we will delete or destroy it securely.

We may be required or permitted, under the Data Protection Act 1998 to disclose your personal information without your explicit consent, e.g. if we have a legal obligation to do so, such as law enforcement, regulation and licensing, criminal prosecutions and court proceedings.

Third Parties

We may receive your application via a third-party recruitment site i.e. indeed.com. Our Privacy Notice does not cover these sites, we encourage you to read the privacy information on these such sites prior to giving your information and applying for a position that is advertised.

Email

Emails that we send to you or you send us, may be retained as a record of contact and your email address stored for future use in accordance with our record retention schedules. If we need to email sensitive or confidential information to you, we may perform checks to verify the correct email address.

Your rights

To find out about your rights under the Data Protection Act 1998, you can go to the Information Commissioners Office (ICO) website.

The most commonly requested are:

- You are entitled to ask for access to and a copy of any information we hold about you. A small fee will be payable. If you find the information Brechin Castle Centre holds about you is not accurate, you have the right to ask for it to be corrected.
- You can ask Brechin Castle Centre to stop processing your personal information.
- If you want to make any request you should do so in writing to

Brechin Castle Centre

Haughmuir

Brechin, DD9 6RL