



JOB APPLICATIONS PRIVACY NOTICE

Data Holder: Comex 2000 UK, Unit 3, Stadium Business Court, Millennium Way, Pride Park, Derby, DE24 8HP.

Comex 2000 collects and processes data when there are job applicants. Our focus is to be completely transparent about how we receive, collect, and use data to ensure we are meeting our data protection obligations.

1. What information does Comex 2000 collect?

Comex 2000 collect a range of information about you which includes:

- Your contact details such as your name, address, telephone/mobile number and email address.
- Details of your employment history, qualifications and skills
- Information about your entitlement to work in the UK.
- Any medical conditions you may have or disability for which we may need to make reasonable adjustments during the recruitment process.

We may collect the above information in a number of ways. For example, data may be contained in application forms or CVs, on your passport or other Identity documents, through interviews or other forms of assessment.

Comex 2000 may also collect personal data about you from third parties, such as references supplied by former employees. We will seek information from third parties only once a job offer has been made.

2. Why does Comex 2000 process personal data?

Comex 2000 needs to process personal data to get the next steps at your request prior to entering a contract with you. We may also need to process your data to add into your contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Comex 2000 has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data for job applicants allows us to manage the recruitment process, 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 against legal claims.

Comex 2000 may process special categories of data, such as information about ethnic origin and age to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. Comex 2000 processes such information to carry out its obligations and exercise specific rights in relation to employment.



We will not use your data for any purpose other than the recruitment exercise for which you have applied.

3. Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes the Managing Director, HR, Recruiting Manager and with any management involved in the recruitment process.

We will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you.

Comex 2000 will not transfer your data outside the European Economic Area.

4. How does Comex 2000 protect data?

Comex 2000 takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties. If you would like to see a copy of our internal Data Protection Policy which contains further details of the internal systems, we use to protect data, please email people@comex2000uk.com

5. For how long does Comex 2000 keep data?

If your application for employment is unsuccessful, we will hold your data on file for six months after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your employee file and retained during your employment. This will be kept for 6 years after employment ceases as per CIPD recommendations.

6. What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Comex 2000 during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

7. Automated decision-making

Recruitment processes at Comex 2000 are not based solely on automated decision-making.