

## **JOB APPLICATIONS PRIVACY NOTICE**

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

At Comex 2000, we are committed to transparency regarding the collection and processing of data from job applicants. This notice explains how we receive, collect, and use your data to meet our data protection obligations.

### **1. What information does Comex 2000 collect?**

We collect a range of information from you, including:

- Your contact details: name, address, telephone/mobile number, and email address.
- Details of your employment history, qualifications, and skills.
- Information regarding your right to work in the UK.
- Details of any medical conditions or disabilities for which reasonable adjustments may be required during the recruitment process.

This information may be collected through various means, such as application forms, CVs, identity documents (e.g., passport), interviews, and other assessment methods.

We may also collect personal data about you from third parties, such as references from former employers, but only after a job offer has been made.

### **2. Why does Comex 2000 process personal data?**

We process your personal data for several reasons:

- To take necessary steps at your request before entering into a contract with you.
- To include your data in your employment contract if your application is successful.
- To comply with legal obligations, such as verifying a successful applicant's eligibility to work in the UK.
- For our legitimate interests in managing the recruitment process, assessing your suitability for employment, deciding whom to offer a job, and keeping records of the process.
- To respond to and defend against legal claims.
- To process special categories of data, such as information about ethnic origin and age, for the purpose of monitoring recruitment statistics.
- To collect information about whether or not applicants are disabled to make reasonable adjustments for candidates with disabilities. This processing is carried out to fulfil our obligations and exercise specific rights related to employment.

We will only use your data for the specific recruitment exercise for which you have applied.

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

Your information may be shared internally with relevant personnel involved in the recruitment process, including the Managing Director, HR, Recruiting Managers, and other management.

We will not share your data with external third parties unless your application is successful, and we make you an offer of employment. In that case, we will share your data with former employers to obtain references.

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

#### **4. How does Comex 2000 protect data?**

We take the security of your data seriously and have implemented internal policies and controls to prevent loss, accidental destruction, misuse, or unauthorised disclosure or access. For more detailed information about our data protection measures, please email [people@comex2000uk.com](mailto:people@comex2000uk.com) to request a copy of our internal Data Protection Policy.

#### **5. For how long does Comex 2000 keep data?**

If your job application is unsuccessful, we will retain your data on file for **2 years** after the conclusion of the relevant recruitment process.

If your application is successful, the personal data collected during the recruitment process will be transferred to your employee file and kept for **6 years** after your employment ends, in accordance with CIPD recommendations.

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

You are not legally or contractually obligated to provide data to Comex 2000 during the recruitment process. However, if you do not provide the necessary information, we may not be able to process your application adequately or at all.

#### **7. Automated decision-making**

Our recruitment processes do not rely solely on automated decision-making.