**IAS Recruitment Privacy Notice**

This privacy notice outlines the details of what information we collect from you, what we do with it and who it might be shared with

 **What information do we collect from you?**

Information like your name and address and employment history. Sometimes we collect other information you may feel is sensitive to you. This might be your ethnicity or health information, for example.

**Why do we collect this information?**

To be able to run a recruitment process in line with our legitimate interests, which you have applied to take part in. You can tell us to stop using your information at any time, but you will be unable to continue with the recruitment process.

**Who might we share your information with?**

During the process of recruitment we will not need to share you information with anyone that is external to IAS

**How do we store your information?**

Your information is stored securely in paper filing systems or if electronic information then on our secure server.

**How long do we keep hold of your information?**

For as long as we need it. Once we no longer need it, we will keep it for a set period (a retention period) but not use it. When the retention period expires we will delete your information from our records.

**How can I access the information you hold about me, find out further information on privacy rights, or raise a concern?**

Email the Data Protection Officer at gdpr@imagineactandsucceed.co.uk