



Recruitment Data Privacy Statement

In order to operate the New Boundaries Group recruitment system, we will collect and store personal information you submit to it via this website, either by making a general enquiry or by completing the application form or equal opportunities monitoring form.

Please read the following privacy policy to understand how New Boundaries Group uses and protects the information you provide.

The online application form and equal opportunities monitoring form provided and hosted by New Boundaries Group. By submitting your personal information, you are consenting to New Boundaries Group holding and using it in accordance with this policy.

The policy is subject to change and any changes to it in the future will be notified on this page. By continuing to use the recruitment pages you are agreeing to such changes. We recommend that you check the privacy policy each time you visit this site.

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1. Information that we collect from you and your use of this website

When you complete the forms on the New Boundaries Group website

<http://newboundariesgroup.com/job-opportunities/application-form-for-employment/> and <http://newboundariesgroup.com/job-opportunities/equal-opportunities-monitoring-form/>

you are asked to provide certain information yourself, including your name, contact details, date of birth and job history etc. Some of the information is mandatory in order for New Boundaries Group to consider an application for a vacancy or meet its statutory monitoring and reporting responsibilities. However, where indicated, some of the information is optional and you can choose not to complete.

2. How we handle the data that is submitted by you

Personal data is collected to facilitate the recruitment process and used for anonymised reporting purposes. Data entered as part of an application is stored in the system and used in accordance with our recruitment and selection policy. In the event of your application resulting in the offer and your acceptance of a position at New Boundaries Group, your personal information will be held in the New Boundaries Group staff database.

Data Protection Legislation

New Boundaries Group is your data controller. Personal information will only be collected

and/or processed by New Boundaries Group in accordance with the Data Protection Act 1998.

Disclosure of your information

The information you provide to us will be held solely by New Boundaries Group. Except as set out in this policy or as required by law, your personal data will not be provided to any third party without your prior written consent.

Data Protection Statement

The personal data you provide in your application and as part of the recruitment process will only be held and processed for the purpose of the selection processes of New Boundaries Group and in connection with any subsequent employment or placement, unless otherwise indicated. Your data will be retained only for as long as is permitted by UK legislation and then destroyed. By submitting your personal data and application, you:

- (1) declare that you have read, understood and accepted the statements set out in this data protection clause;

- (2) are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected or to your dismissal;

- (3) are giving your consent to the processing of the information contained in this application and any other personal data you may provide separately in the manner and to the extent described; and

- (4) are authorising New Boundaries Group to verify or have verified on their behalf all statements contained in this application and to make any necessary reference checks.

Data Retention

Unsuccessful applicant data will be held within the recruitment system for a period of two years before being deleted in order that you can access and re-use data in future applications and we can respond to statutory reporting requests. Data of successful applicants who later leave New Boundaries Group employment will be deleted after a period of seven years

3. How to contact us

For any queries you may have in connection with this privacy statement, please contact: head office on 01692 407549 or headoffice@newboundariesgroup.com