

WEBSITE RECRUITMENT POLICY

1. 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 will be made available to an applicant to 'reuse' as part of a future application.

In the event of your application resulting in an offer of employment and your subsequent acceptance, your personal information will be sent to and held in the company's staff database.

2. Disclosure of your information:

The information you provide to us will be held on Cepac Limited computers in the UK for the purposes set out in this policy.

Except required by law, your personal data will not be provided to any third party without your prior written consent.

3. 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 Cepac Limited and in connection with any subsequent employment or placement, unless otherwise indicated.

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 supply separately in the manner and to the extent described.
4. are authorising Cepac Limited to verify or have verified on their behalf all statements contained in this application and to make any necessary reference checks.

4. Data Retention

Unsuccessful applicant data will be held within the recruitment system for a period of **three months** before being removed in order that you can access and re-use data in future applications and we can respond to subject access requests. Successful applicant data will be removed after a period of **one year**.

5. How to contact us

For any queries you may have in connection with this privacy statement, please contact:

Group HR (Human Resources) Manager, Cepac Limited, Meadows Road, Brookfield Park, Manvers, Rotherham, South Yorkshire, S63 5DJ

Email: bev@cepac.co.uk

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