

## **Candidate Privacy Notice**

For the purpose of the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) , the data controller is Dogsbody Technology Ltd of Cody Technology Park, Old Ively Road, Farnborough, Hampshire, GU14 0LZ If you have any questions our current details are on our contact us page. As part of our candidate application and recruitment process Dogsbody Technology Ltd collects, processes and stores personal information about you. We process this information for a range of purposes relating to the recruitment process and this may include your application, assessment, pre-employment screening, and your worker permissions.

### **Dogsbody Technology Ltd. do not:**

- buy or sell personal data.
- use automated decision making, including profiling

### **What personal data do we collect?**

Dogsbody Technology Limited obtain personal data from:

- the individual directly
- publicly accessible sources including but not limited to social media
- 3rd parties, such as information from reference and training providers.

We only use the data to process your application for the role/s you have applied for within Dogsbody Technology Ltd.

### **Why do we use your personal data?**

In order to manage your application, we need to process certain personal information about you. We only process your information as necessary for the purposes of progressing your application (legitimate interest) or as required by law or regulatory requirements.

### **Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared only with our data processors. Due diligence is taken when any data processor is contracted by us.

We may disclose your personal information to third parties:

- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our [terms of use](#) or [terms and conditions](#) of supply and other agreements; or to protect the rights, property, or safety of Dogsbody Technology Ltd, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

### **How long do we keep your personal data?**

We keep your personal data for no longer than reasonably necessary and in order to comply with UK laws, internal policies and/or based on industry guidelines,

To ensure the integrity of our systems and your data, we utilise various technologies to continually take secure, backups. Data remains archived within these backups and these are maintained according to our defined retention policy, after which they are removed.

### **Transfer of Data Abroad**

The data that we collect from you may be transferred to, and stored at, a destination outside the United Kingdom.

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

## **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

1. The right to be informed (the purpose of this Privacy Notice)
2. The right of access – the right to request a copy of the personal data we hold about you
3. The right to rectification – the right to request that we correct any personal data if it is found to be inaccurate or out of date
4. The right to erasure – You have the right to request we erase your personal data. The right is not absolute and only applies in certain circumstances.
5. The right to restrict processing – the right to request the restriction or suppression of your personal data. The right is not absolute and only applies in certain circumstances.
6. The right to data portability - The right only applies to information an individual has provided to us.
7. The right to object to the processing of your personal data in certain circumstances.
8. Rights in relation to automated decision making and profiling. - Not applicable to Dogsbody Technology Ltd.

Dogsbody Technology may ask you to provide proof of identity before considering any request.

## **Changes to our privacy policy**

Any changes we may make to our privacy policy in the future will be posted on this page. Please check back frequently to see any updates or changes to our privacy policy.

## **How to make a complaint**

To exercise all relevant rights, queries or complaints please in the first instance contact us. If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioners Office <https://ico.org.uk/>