

Recruitment Data Privacy Notice

1. Recruitment Privacy Notice

- 1.1 As part of our recruitment process we will need to collect and use your personal information such as CV, references, records of qualifications, skills and training and some form of photographic identification such as a passport for a number of purposes. These include:
- To assess your suitability to work for Ellisons;
 - To perform precision matching to job vacancies;
 - To conduct screening, assessments and interviews;
 - To maintain a record of correspondence;
 - To make offers and provide contracts of employment;
 - To conduct pre-employment checks.
- 1.2 If your application is unsuccessful all your data will be destroyed after 9 months of the vacancy being filled. If you would like your data to be kept on file for any future vacancies then you must request this in writing.