Job Applicant Privacy Notice

**Introduction**

Centre for Inclusive Living Perth & Kinross is committed to protecting your privacy and ensuring the security of your information. This privacy notice explains how we collect, use and protect your information when you apply for a job with us.

1. **What Information do we collect?**

We collect the following information during the application process

* personal information including name, contact information, address
* Employment history
* Education Background
* References
* Any other information you provide in the additional information section.
1. **Purpose of Data Collection**

We collect your personal information for the following purposes:

* To assess your qualifications and skills suitability for the position
* To communicate with you regarding your application
* To conduct background checks if required
* to comply with legal obligations
1. **Data Retention**

 Your personal information will be retained for as long as necessary to fulfil the purposes outlined in this notice or as required by law.

1. **Data Sharing**

Your personal information will be shared with:

- Shortlisting and panel members

1. **Your Rights**

You have the rights to:

- Access your personal information

- Request correction of inaccurate or incomplete information

- Withdraw your consent at any time, where applicable.

To exercise these rights please contact us at info@cilpk.org.uk

1. **Security Measures**

We implement appropriate technical and organisational measures to protect your personal information from unauthorised access, loss or misuse.

1. **Changes to this privacy notice**

We may update this privacy notice from time to time. Any changes will be communicated to you through our website or other appropriate means.

**Contact us**

If you have any questions or concerns about this privacy notice or our data practices, please contact us at info@cilpk.org.uk or call us on 01738 587282.