

Recruitment Privacy Statement

We, the Company, Sound Foundation Ltd and any company that is a subsidiary or subsidiary undertaking, as defined in section 1159 of the Companies Act 2006, of Sound Foundation Ltd (“SFL Group”) are the controllers. This means that we are responsible for deciding how we hold and use personal information about you.

What will we do with your information?

All of the information you provide during the application process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the United Kingdom. The information you provide will be held securely by us whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. We are taking steps at your request prior to potentially entering into an employment contract – this is our legal basis for processing your personal data. You don’t have to provide what we ask for but it might affect your application if you don’t.

1. Application Stage

At the application stage we ask you for

your name, address, phone number and email address; and

your previous experience including details of your education, work history, referees and answers to questions relevant to the role you have applied for.

Our HR team and hiring managers will have access to this information.

You may also be asked to provide equal opportunities information. This is not mandatory information – if you don’t provide it, it will not affect your application. This information will not be made available outside of our recruitment and HR team in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

2. Selection Stage

Our hiring managers shortlist applications for interview. They will not be provided with your equal opportunities information if you have provided it.

We might ask you to participate in assessment days, complete tests or occupational personality profile questionnaires and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by us.

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be retained for a period of six months. If you say yes, we would proactively contact you should any further suitable vacancies arise.

How long is the information retained for?

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from that point.

Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the application.

Any equal opportunities information is retained for 6 months following whether you are successful or not.

If you are successful in your application, we will retain your information in accordance with our Privacy Notice for Employees, Workers and Contractors. A copy of this Notice is available within our Team Member handbook.

If you have any queries about the process or how we handle your information please contact us at

Data Protection Officer

SFL Group, Unit 5, Headley Park 10

Woodley, RG5 4SW

info@sflgroup.co.uk

Please address any questions, comments and requests regarding our data processing practices to us in this way in the first instance.

Please remember to include your name, and contact details along with any correspondence reference you may have

If you have any concerns regarding our processing of your personal data, or are not satisfied with our handling of any request by you in relation to your rights, you also have the right to make a complaint to the Information Commissioner's Office. Their address is:

First Contact Team

Information Commissioner's Office

Wycliffe House, Water Lane

Wilmslow, SK9 5AF