

RECRUITMENT PRIVACY NOTICE

PRIVACY NOTICE FOR JOB APPLICANTS

Effective Date: November 2025

2.1 Introduction

Specac Limited ("we", "us", "our") is committed to protecting the privacy of job applicants. This notice explains how we collect and use personal data during recruitment.

2.2 Information We Collect

From your application:

- Name and contact details
- CV and covering letter
- Employment history
- Education and qualifications
- Skills and experience
- Salary expectations
- Notice period
- Eligibility to work in UK

During assessment:

- Interview notes
- Assessment scores
- Technical test results
- Presentation materials
- References (with consent)
- Background checks (where applicable)

Special category data:

- Disability information (for adjustments)
- Equal opportunities monitoring (optional, separated from application)
- Criminal records (only where relevant)

2.3 How We Use Your Information

Purpose	Legal Basis
Assess suitability for role	Legitimate interests
Communicate about application	Legitimate interests

Check eligibility to work	Legal obligation
Make reasonable adjustments	Legal obligation
Equal opportunities monitoring	Substantial public interest
Verify qualifications	Legitimate interests
Obtain references	Legitimate interests
Make offer of employment	Contract

2.4 Who We Share With

- Hiring managers and interview panel
- HR team
- IT (for system access if hired)
- Previous employers (references)
- Qualification bodies (verification)
- Home Office (right to work verification)

2.5 Data Retention

Successful candidates:

- Data transferred to employee file
- Retained per employee privacy notice

Unsuccessful candidates:

- Application retained 6 months
- Then securely destroyed
- Unless consent to keep on file

Speculative applications:

- 6 months unless consent for longer

2.6 Your Rights

- Access your application data
- Correct inaccuracies
- Request deletion (after process ends)
- Withdraw application anytime
- Object to processing
- Complain to ICO

2.7 Providing Your Data

You're not obliged to provide data, but we need certain information to process your application:

- **Essential:** Contact details, work history, right to work
- **Important:** References, qualifications
- **Optional:** Equal opportunities data

2.8 Contact

Questions: recruitment@specac.com or dataprotection@specac.com Complaints: ICO at ico.org.uk
