

Job Applicant Privacy Notice

WJEC collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone numbers;
- details of your skills and qualifications, including membership of professional institutions;
- details of your experience and employment history;
- referees names , addresses and contact details, including email address and telephone numbers;
- information about your welsh language proficiency;

WJEC takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties

If your application for employment is unsuccessful, WJEC will hold your data on file for **6 months** after the end of the relevant recruitment process. If you agree to allow WJEC to keep your personal data on file, the HR team will hold your data on file for a further **12 months** for consideration for future employment opportunities. At the end of that period or once you withdraw your consent; your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact GDPR@wjec.co.uk or DPO, WJEC, 245 Western Avenue, Cardiff, CF5 2YX.

If you believe that WJEC has not complied with your data protection rights, you can complain to the Information Commissioner.

You are under no statutory or contractual obligation to provide data to WJEC during the recruitment process. However, if you do not provide the information, the HR team may not be able to process your application properly or at all.