



Data Protection Privacy Notice

Please ensure that you read this notice.

So Clean Cleaning and Support Services Ltd is a 'data controller' and gathers and uses certain information about you (including personal sensitive data). We will comply with the data protection principles when gathering and using your personal information as set out in our data protection policy.

We have asked you to provide us with the information contained in this application form so that we may process it to take steps to enter into a contract; for the purposes of our legitimate interests and for compliance with our legal obligation (eg our obligation to check that you are eligible to work in the United Kingdom).

We seek to ensure that our information collection and processing is always proportionate.

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Where possible, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

The information will be held securely by our area managers for a temporary period and will be sent to, and stored at our offices thereafter, and those representatives and agents as described above.

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. Further details on our approach to information retention and destruction are available from the HR department.

Please contact the HR department at the address or telephone number above if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask the HR department for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. The HR department will provide you with further information about the right to be forgotten, if you ask for it.

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to

your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so. We hope that the HR department can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.