**1. BACKGROUND**

This privacy notice explains what personal data we will hold about you, how we collect it, and how we will use and/or share information about you during the recruitment process.

## 2. DATA COLLECTION

East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) is the data controller and gathers and uses certain information about you. The business is referenced as ‘the Chamber’, ‘we’ or ‘us’ in this privacy notice.

## 3. DATA PROTECTION

The Chamber complies with the General Data Protection Regulation (GDPR) data protection principles when gathering and using personal information.

## ****4. INFORMATION COLLECTED AND HELD****

## 4.1 What information is collected

The Chamber may collect the following information during the recruitment process up to and including making a final decision to recruit:

* Your name and contact details e.g., address, home and mobile phone numbers, email address
* Details of your qualifications, experience and employment history
* Information regarding your criminal record
* Details of your referees – one of which will be your most recent employer
* Your nationality and immigration status and information from related documents, e.g., passport.

You are required by law or in order to enter into your contract of employment to provide this information to the Chamber to enable us to verify your right to work and live in the UK, and your suitability for the vacancy.

## 4.2 How we collect the information

We may collect this information from you, your referees (details of whom you will have provided), your education provider, the relevant professional body, the Disclosure and Barring Service (DBS)and the Home Office.

## 4.3 Why we collect the information and how we use it

The Chamber will typically collect and use this information for the following purposes:

* To take steps to enter into a contract
* For compliance with a legal obligation
* For the performance of a task carried out in the public interest
* For the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

The Chamber attempts to ensure that our information collection and processing is always proportionate. You will be notified of any changes to information we collect or to the purposes for which we collect and process it.

## 4.4 How we may share the information

The Chamber may need to share personal information with other parties, such as recruitment consultants or professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. The company may also be required to share some personal information with regulators or as required to comply with the law.

## 4.5 Where information may be held

Information may be held at our offices, and third party agencies, service providers, representatives and agents as described above.

## 4.6 How long we keep your information

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 but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment.

## 5. ACCESSING, CORRECTING OR REQUESTING TO ERASE YOUR INFORMATION

Please contact recruitment@emc-dnl.co.uk if you would like to correct or request access to information that we hold relating to your participation in the recruitment process or if you have any questions about this notice. You also have the right to ask for some but not all of the information we hold and process to be erased (the ‘right to be forgotten’) in certain circumstances. The recruitment teamwill provide you with further information about the right to be forgotten, if you ask for it.

## 6. KEEPING YOUR INFORMATION SECURE

The Chamber has 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.

There are also procedures in place to deal with any suspected data security breach, and we will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## 7. CONTACT US

Please contact the recruitment team, if you have any questions about this privacy notice or the information we hold about you relating to recruitment via email to recruitment@emc-dnl.co.uk or in writing: FAO Human Resources, East Midlands Chamber, Commerce House, Millennium Way, Dunston Road, Chesterfield, S41 8ND.

## 8. COMPLAINTS

We hope that our recruitment team can resolve any queries or concerns you raise about our use of your information. If not, contact Lucy Robinson, Director of Resources via email to lucy.robinson@emc-dnl.co.uk

Alternatively, you can contact the Information Commissioner at [**https://ico.org.uk/concerns/**](http://ico.org.uk/concerns/) or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

## 9. CHANGES TO THIS NOTICE

The Chamber may change this privacy notice at any time. The latest version is dated 24 April 2024.