

Privacy Notice for Job Applicants

Revive Rise

At Revive Rise, we are committed to protecting the privacy and security of your personal information. This Privacy Notice explains how we collect, use, store, and protect your personal data during our recruitment and selection process.

1. Information We Collect

We may collect and process the following information:

Personal Details

- Full name
- Address
- Email address
- Telephone number
- Date of birth (where required)
- Right to work documentation

Application Information

- CV and cover letter
- Employment history
- Qualifications, training, and professional registrations
- References and employment verification information

Additional Information

- Interview notes
- Work samples or portfolios
- Recruitment assessments and questionnaires
- Disclosure and Barring Service (DBS) information where applicable

2. How We Use Your Information

We use your personal information for the following purposes:

Recruitment and Selection

- To assess your suitability for the role applied for
- To verify information provided in your application

- To conduct interviews and recruitment assessments

Communication

- To contact you regarding your application, interviews, and recruitment outcomes
- To inform you of future employment opportunities where appropriate

Compliance and Safeguarding

- To meet our legal, regulatory, and safeguarding obligations
- To conduct pre-employment checks, including references, right-to-work checks, and DBS checks where required

3. Legal Basis for Processing

We process your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The lawful bases we rely on include:

- Taking steps prior to entering into an employment contract.
- Compliance with legal obligations.
- Legitimate interests in recruiting suitable employees and workers.
- Consent, where specific processing activities require it.

Where special category data is collected (for example, health information), we will process such information only where legally permitted.

4. Data Sharing and Security

Sharing Your Information

We may share your information with:

- Recruitment service providers
- DBS and background checking providers
- Professional reference providers
- Regulatory bodies where required by law

All third parties are required to keep your information secure and confidential.

Keeping Your Data Secure

Revive Rise Care Ltd maintains appropriate technical and organisational measures to safeguard personal data against unauthorised access, loss, misuse, alteration, or disclosure.

5. Data Retention

Successful Applicants

If you are successful, your recruitment information will become part of your employment record and will be retained in accordance with our employee retention policy.

Unsuccessful Applicants

If your application is unsuccessful, we will normally retain your recruitment records for up to **6 months** following the completion of the recruitment process, unless a longer retention period is required by law or you consent to future consideration for employment opportunities.

6. Your Rights

Under UK GDPR, you have the right to:

- Access your personal information.
- Request correction of inaccurate information.
- Request erasure of your personal data in certain circumstances.
- Request restriction of processing.
- Object to processing where applicable.
- Request transfer of your personal data.
- Withdraw consent where processing is based on consent.

Automated Decision-Making

Revive Rise does not ordinarily make recruitment decisions based solely on automated processing. If automated screening tools are used, you have the right to request human review of any decision that significantly affects you.

7. Contact Us

If you have any questions about this Privacy Notice or wish to exercise your data protection rights, please contact:

Data Protection Lead

Revive Rise

Email: **paul@reviverise.co.uk**

Website: **www.reviverise.co.uk**

Acknowledgement

By submitting an application to Revive Rise, you acknowledge that you have read and understood this Privacy Notice and agree to the processing of your personal information for recruitment purposes as described above.