

# Job Applicant Privacy Statement

How to contact us:

Humberside Engineering Training Association  
Dansom Lane South  
Hull  
HU8 7LA  
data.protection@heta.co.uk

## Purpose:

Your personal details are used to help us effectively decide on your suitability for employment at HETA. Your personal details are used solely as part of the recruitment process, and are handled by the HR Manager.

## Processing is lawful in that:

You have given consent to the processing of your personal data to meet the requirements shown within the purpose.

## Your Personal Data Rights:

You have the right to:

- to be informed about your data
- access your data
- rectify your data
- to erase your data
- restrict the processing of your data
- to data portability
- object to the retention of your data
- to not have your data used in profiling.
- To withdraw your consent at any time, where relevant.

Your information will not be forwarded to 3<sup>rd</sup> parties for use in direct marketing purposes

## Categories of Personal Data:

HETA may collect the following data from you:

- Full Name
- National Insurance Number
- Address
- Date of Birth
- Email Address & Telephone Number
- Photograph
- Driving Licence & Motor Insurance Details
- Next of Kin & Email Address
- Emergency Telephone Number
- Medical Records
- Disclosure and Barring Service Information

## Details of Transfers to 3rd Parties.

Your personal data will not be transferred to any 3<sup>rd</sup> party without your consent, it is not anticipated that your personal details will be transferred to a 3<sup>rd</sup> Party during the recruitment process.

## Retention Periods.

If successful and are recruited by HETA, your personal details will be retained as part of your employment and will be subject to HETA Staff Privacy Statement. If unsuccessful in your application, and if you give consent, your personal details will be retained by HETA for 12 months after your interview and then disposed of confidentially.