

Privacy Notice for Prospective Employees

If you are visiting our website and do not make an application for employment, we don't collect any personal information about you.

However, if you apply for an advertised position at Training 2000 either directly through our website or through an advertised vacancy, we will collect information about you, so that we can process your application.

What information do we collect?

We will collect the following as part of your application:

- Personal contact details (name, telephone number, email address, postal address and location)
- A copy of your CV or application form
- Equal opportunities data (this is not a mandatory requirement)

Who has access to my information and why do they need it?

The HR team at Training 2000 will have access to your personal information in order to process your application, to match your details to current and future vacancies, to arrange interviews and if successful to process your application through to final offer of employment.

Our recruiting managers will also have access to your information through the HR department once you apply, in order for them to review your CV or application through the recruitment process.

How long do you retain my data?

Your details will remain on our internal drives throughout the recruitment process and up to 12 months from your initial application.

We may contact you within the 12 month period about other vacancies we think that your skills and experience align to.

Requesting access to your information

Everyone has the right to request visibility of the information we hold about them. This is called a Subject Access Request and any requests will be responded to within 30 days

Should you wish to make a Subject Access Request, please contact Recruitment@t2000.co.uk who will pass this onto the relevant persons for data protection within Training 2000.

Document Review

Review frequency:

This document must be reviewed within 1 year of the approval date.

Lead officer:

HR Business Partner