



GDPR Recruitment Policy

This policy sets out how Drainforce manage recruitment and candidate application data for protection and compliance with the General Data Protection Regulation (GDPR).

1. Drainforce recruitment process requires candidates to provide data that is used to screen applicants to judge their suitability to progress to interview. This is a series of questions that the candidate completes and has the option as part of the process for consent for us to securely store their data in our 'Talent Pool' for future job opportunities.
2. The types of data is relevant to the recruitment that includes education, work history or skills along with contact details. This data is relevant to the recruitment process.
3. Drainforce hold consented candidate data in a 'Talent Pool' where information is stored in a secure database that is controlled by the Director/Data Controller, this data is password protected and not open access to employees.
4. When a vacancy becomes available in Drainforce the Director/Data Controller may consent for the recruiting manager to review candidate data held in the Talent Pool that is relevant to the vacancy.
5. No candidate data will be shared with third parties, recruitment agencies, other organisations or outside of the UK.
6. This policy is displayed open for candidates to view as part of their job application process.

The candidates' rights. These include the right to be forgotten, to rectify or access data, to restrict processing, to withdraw consent, to be kept informed about the processing of their data. Drainforce recognise this and it's the candidate's choice if they choose for the data to be amended or removed from our Talent Pool.

Signed

David Evans - Managing Director
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Unit 2, HeolFfaldau, Brackla Industrial Estate, Bridgend, CF31 2AJ

Tel: 01656 651010, Fax: 01656 651011

Registration No: 06885525 VAT No: 978 1376 72