



Cohesion's Data Privacy Notice

This privacy notice sets out how the data that you submit will be used and how we protect your personal data in accordance with the most recent Data Protection Regulations.

Cohesion Recruitment Ltd takes the protection of your personal data very seriously and strictly observes the latest Data Protection Regulations.

Your Information

Your personal data is not passed on, sold on or otherwise transferred unless this is necessary for the purpose of our recruitment process, executing an agreement or you have expressly consented to this. All third parties/platforms that Cohesion work with in regards to our recruitment processes are clearly outlined below.

Purposes

Cohesion often host and manage events and share industry specific information or research. Personal data that has been supplied to us specifically to receive such information will be stored securely and you will receive related material from us with the option to unsubscribe or remove your details at any time.

When applying for a role, Cohesion will use your personal data in order to process and consider your application, including conducting eligibility checks. We will also use any information you or others provide to consider your application and for our legitimate interests in managing the recruitment process.

Should your application be successful, relevant data that you have provided will be used in order to administer your subsequent employment. This will be stored in accordance with our internal data and privacy policy (available upon offer of employment).

References

As part of our process, Cohesion Recruitment may ask successful candidates to provide details for at least two referees.

By providing referee details you confirm that you have the necessary authority and have obtained all necessary consent from those individuals in order for us to collect such information for the purpose of an employment or character reference.



Background checks

For certain roles it may be necessary for us to verify the details you have provided (for example in relation to academic qualifications). We may use third party service providers to carry out these checks on our behalf.

Should the role require background checks in relation to criminal convictions we will tell you about this and again, we would use a third party service in order to carry out those checks on our behalf.

We will only carry out background checks in accordance with the law and with your consent.

Automated decision making

For some of our processes we may use automated programmes. For any element of our processes that are automated, this will be very clearly stated and will give you the option to contact us to review/discuss the assessment that has been made.

Legal basis

Your data is being processed because;

This is necessary for the legitimate interests of the business in relation to our recruitment and selection processes;

This is necessary for compliance with legal obligations to which the business is subject;

This is necessary for the taking of steps at the request of the individuals with a view to entering a new contract;

This is necessary for the legitimate interests of the business in relation to advising you of industry related information, research or events.

Retention of your data

Cohesion may retain names, email addresses and contact numbers for the purpose of sending relevant industry related research or event invites which we believe to be of benefit to you or your business. This will be clearly stated at the time of collection. Details provided to us are stored and retained securely and are used purely for this purpose. Personal details collected for this purpose are not shared or passed on with any other providers or third parties.



Retention of your data for recruitment purposes

We will hold details of your application for a period of 12 months following the last contact we have with you. We store your data for this time to deal with any matter that may arise in relation to your application.

Some candidates may wish to have their details entered into our talent pool, whereby we will keep your details on file to consider your suitability for future vacancies that may be available. Candidates will be asked if they would like to keep their details on file and would only be added to this database should they confirm they would like to do so.

Candidates who are part of the talent pool will be regularly updated via telephone or email and will be able to unsubscribe/remove their details at any time.

If your application is successful then your details will be retained by the HR department and used in accordance with the internal employee privacy policy (available upon offer of employment).

Disclosure to third parties

Personal data will be shared between the companies mentioned in this policy for recruitment, selection and on boarding processes only.

As part of the recruitment and selection process for some of our roles, Cohesion may use some third party services/platforms such as video interview platforms, Intelligence testing, DBS, or psychometric testing. All candidates will be made aware of when any third party platform or processing is being used and have the right to stop processing or withdraw their application at any time.

Personal data may be shared with government authorities if required by law to do so.

In the event that any of the companies mentioned in this policy are sold or integrated with another business, your details will be disclosed to our advisers and any prospective purchaser's advisers and will be passed to the new owners of the business.

Security

We have taken appropriate technical, administrative, physical and procedural security measures to protect your data from misuse, unauthorised access or disclosure, loss, alteration or destruction.

Cookies

Please see our separate Cookie policy for further information on this.



Your rights

If you wish to access your personal data please contact a member of our team on info@cohesionrecruitment.com

You have the right to ask us to rectify and delete your personal data, to restrict its use, or to transfer your data. You also have the right to request further information about the use and handling of your personal information and have the right to object to any further processing of your data by us.

All requests will be dealt with in a timely manner under the statutory time limit that GDPR stipulates.

Access may be denied in some instances if making the information available would reveal personal information about another person or if we are legally prevented from disclosing such information.