

Privacy Notice

(How we use your information)

1. TC Young is committed to a policy of protecting the rights of individuals with respect to the processing of their personal data. We collect and use personal data for a variety of reasons. This notice explains what information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.
2. We may receive the following information directly from you as part of your job application.
 - a. Name
 - b. Contact details
 - c. Date of Birth
 - d. Personal characteristics such as gender and ethnic group
 - e. Qualifications
 - f. CV / application form
 - g. Reference information
3. We collect and use the above information and personal data for:
 - a. Recruitment and selection
4. Should you be successful in gaining an interview we reserve the right to conduct an internet search across all publicly available websites and social media platforms which may include, but are not limited to:
 - a. Google
 - b. Facebook
 - c. Instagram
 - d. LinkedIn
 - e. Twitter
5. We will not share information about you with third parties.
6. We take steps internally and externally to ensure your data is looked after securely.
7. Data retention guidelines on recruitment information mean we delete all information no later than 1 year after receipt.
8. You have the right at any time to:
 - Ask for a copy of the personal information about you held by us in our records; and
 - Ask us to correct any inaccuracies in your information
9. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold or wish to exercise any of your above rights, please contact: our HR Team, via our recruitment email address jobs@tcyoung.co.uk
10. You have the right to complain to the Information Commissioner's Office in relation to our use of your information.