

Job Candidacy Privacy Notice (GDPR Compliant)

As part of any recruitment process, the Royal Garden Hotel, part of Goodwood Hotels and/or any of its associated companies ("RGH", "we", "us" or "our") collects and processes personal data relating to job applicants. The Royal Garden Hotel is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Kind of personal information we hold about you

In connection with your application for work with us and/or your submission of your CV or resumé to our database or through an online job board application, we will collect, store and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, skills, experience and qualifications (if applicable).
- Information about your current level of remuneration, including benefit entitlements;
- Whether you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK;
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.
- Any information you provide to us during an interview, where applicable.
- Questionnaires and tests results, such as the results of any occupational personality questionnaires, where applicable.

We may also collect, store and use the following types of more sensitive personal information (if applicable):

- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

Collection of your personal information

We collect personal information about candidates from the following sources, in each case where relevant:

- a) You, the candidate
- b) Your passport or other identity documents
- c) Recruitment agencies
- d) Background check providers, including for criminal records checks
- e) Credit reference agencies
- f) Your named referees

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Use of your personal information

We will use the personal information we collect about you solely for the purposes of keeping your CV on our database and/or your application, namely to assess your skills, qualifications, and suitability for the relevant roles, to carry out background and reference checks, communicate with you about the recruitment process, keep records related to our hiring processes and comply with legal or regulatory requirements.

The Royal Garden Hotel has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the hotel to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the hotel seeks information about criminal convictions and offences. Where the hotel seeks this information, it does so to establish whether an individual has committed an unlawful act or been involved in dishonesty or other improper conduct for the purposes of preventing or detecting unlawful acts.

The hotel will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the People & Culture team, interviewers involved in the recruitment process, managers with a vacancy and team members, if access to the data is necessary for the performance of their roles.

The hotel will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The hotel will then share your data with former employers to obtain references for you (with your consent), employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks where applicable.

Your data may be transferred outside the UK to obtain approval for salary reviews or in the recruitment of senior roles from our owning company. Data is transferred outside the UK on the basis of [specify relevant safeguards in line with our data protection policy.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. [If you agree to allow the hotel to keep your personal data on file, the organisation will hold your data on file for a further 6 months for consideration for future employment opportunities]. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in our Data retention policy.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.