

ecoVeritas Data Protection and Privacy Policy

We operate under the General Data Protection Regulation (GDPR) (EU) [2016/679](#).

What Personal Data do we have about Applicants for Jobs at ecoVeritas?

All applicants for jobs at ecoVeritas will be asked to supply a CV and application form which contains personal information such as name, email, address, work experience relevant to the recruitment process. The legal basis for holding this information is consent.

How we secure, store and retain applicants' data.

This data will be saved on a secure server which can be accessed only by the recruitment team. Any print-outs will be stored in a locked filing cabinet. Our server has withstood the highest level of penetration testing. Application forms for unsuccessful applicants will be held for up to 6 months. Application forms and interview/test scripts for unsuccessful candidates who are interviewed will be retained for up to 2.5 years. This includes any applicants who turn down a job offer from ecoVeritas. Application forms, interview/test scripts, references for successful candidates will be retained for up to 6 years after staff leave. After this period physical and electronic copies will be securely destroyed. Anonymised information about trends of application may be retained.

How applicants can access, update or delete their data.

Applicants have the right to request the information which we hold on them. They should contact us at pa@ecoveritas.com to request this. This will be supplied within 30 days in accordance with GDPR requirements. Applicants can also request information be deleted from our systems. This will be done within 30 days. Once this information has been deleted we will be unable to offer any further assistance to the candidate (such as sending information about future positions to them). Applicants who request their information be deleted have the right to re-apply for publicly advertised jobs and will be processed along any other candidates without prejudice.

Third Parties

We will not pass any personal details on to third parties for marketing or other purposes.