



## Privacy Notice - Applicants

Archaeological Research Services Ltd is committed to protecting your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

As part of the application process, we may collect personal data including, but not limited to:

- Name, contact details
- CVs, applications, qualifications and employment history
- Interview notes and assessment records
- References and vetting information, where applicable
- Ethnicity and gender (optional)

This information will be used for the following purposes:

- To assess your suitability for a role
- To carry out recruitment and selection
- To communicate with you about your application
- To verify right-to-work status
- To meet legal and regulatory obligations
- Equal opportunities monitoring

### Lawful basis for processing personal data

We process applicant personal data under one or more of the following lawful bases:

- **Performance of a contract** or to take steps at your request prior to entering into a contract
- **Legal obligation**, including right-to-work and employment law requirements
- **Legitimate interests**, including conducting a fair and effective recruitment process

### Data sharing

Your personal data may be shared internally with relevant members of staff only to the extent necessary for an effective recruitment process.

If you are successful, throughout the course of your employment with us, we may share relevant personal data with third parties where necessary, including:

- External training providers for course enrolment, certification or compliance purposes
- Occupational health or vetting providers where required
- Professional advisers or regulatory bodies where legally necessary

Please note, successful applicants are covered by a separate privacy policy which will be issued alongside an offer of employment.

### Data retention

- Unsuccessful applicants: data will be retained for 12 months after you have been notified of the outcome of your application, then securely deleted within 3 months of this date.
- Talent Pool: If you opt into the talent pool at application stage, data is retained for 24 months after you have been notified of the outcome of your application, then we will seek refreshed consent to retain your application for longer. If further consent is not given, your data will be securely deleted. Applicants can opt out of the Talent Pool at any time.
- Successful applicants: recruitment data is transferred to the personnel file.
- ID documents: retained only as long as necessary for verification or training enrolment purposes.

### Your rights

You have rights to access, correct, restrict or object to the processing of your personal data and to lodge a complaint with the Information Commissioner's Office (ICO).



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This notice will be reviewed regularly and updated as necessary to ensure continued compliance with data protection law and to reflect changes in the Company's activities or legal obligations.