

Recruitment Privacy Policy

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Introduction

We are committed to protecting the privacy and security of your personal data. This policy explains how we collect and use your personal data when you apply for a role with the Persimmon Group. It will list the rights you have whilst we use your data.

This policy applies to all applicants. It is not part of any contract of employment. We may change or replace this notice at any time.

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Who We Are

Depending on where you apply to work, Persimmon PLC, Persimmon Homes Limited, Charles Church Developments Limited, and Space4 Limited “we”, “us” are the data controller of your personal data. This means that they decide how to hold and use your personal data.

Our registered address is:

Persimmon House
Fulford
York
YO19 4FE

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Data Protection Contact Details

You can contact our data protection team at [this email address](#). Alternatively, you can contact them by post at the above registered address, marking the envelope FAO: Data Protection.

If you have any questions about this policy, or how we handle your personal data, please contact the data protection team.

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Types of Data We Collect

Personal data is any information that identifies someone, or information about someone who is already identified. There are also “special categories” of more sensitive personal data which require a higher level of protection.

The categories of data we process when you apply to us may include, and are not limited to:

Contact Data - Your name, postal address, email address, and phone number.

Pay and Benefits Data –Details about your current remuneration, including benefits entitlements.

Training and Qualification Data – Details of your qualifications, skills, experience, and employment history.

Referencing Data – Your nationality, right to work in the United Kingdom, scans of identity documents, national insurance number, reference checks, background checks including social media posts, and screening results.

Inclusivity Data – Details of your age, marital status, sex, gender, and details relating to social mobility.

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Special Category Data

We may process the following special category data about you:

Health Data – Any conditions which may require reasonable adjustments during the recruitment process.

Sensitive Inclusivity Data – Information about your race or ethnicity, religious beliefs, and sexual orientation.

CCTV Monitoring Data – CCTV images that may identify you.

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The Reasons We Process Your Data

The types of data we collect can vary based on the nature of your application. Below are tables that outline the reasons and legal basis we use to process your data.

Reason	Types of Data	Legal Basis
Assessing if you're right for the job	Contact Data Training and Qualification Data	Legitimate Interest – Communicating with potential employees. To attract, keep, and develop the best people with the right skills.
Checking your right to work in the UK	Contact Data Referencing Data	Legal Obligation
Making adjustments if you have a disability	Contact Data Health Data	Legal Obligation Legitimate Interest - to attract, keep, and develop the best people with the right skills.
Keeping our sites and offices safe and meeting health and safety rules	Contact Data Health Data CCTV Data	Legal Obligation Legitimate Interest - ensuring the safety and security of our sites.
Providing secure access to IT systems and company sites	Contact Data	Legitimate Interest - to ensure that access is limited to those who need it
Monitoring equality, diversity, and inclusion	Contact Data Inclusivity Data Sensitive Inclusivity Data	Legal Obligation Legitimate Interest - to attract, keep, and develop the best people with the right skills.

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What Happens if You Don't Provide Data

If you do not provide us with certain data, we may not be able to assess your suitability for employment (for example, verifying the details of your application) or we may not be able to follow the law (for example, health and safety).

As such, we may not be able to assess your suitability and therefore would not be able to offer you a role should you not provide certain data to us.

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Informing Us of Changes

It is important that the personal information we hold about you is correct. Please keep us informed if your personal information changes during your relationship with us.

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Your Rights

Under data protection law, you have the following rights:

- The **right to be informed** about the data we hold and what we do with it
- The **right of access** to the data we hold, including receiving a copy of it
- The **right to correct inaccuracies** in the data we hold
- The **right to be forgotten** allowing you to ask us to delete or erase data in certain circumstances
- The **right to restrict** our processing of your data when you want us to verify it is accurate or our reason for processing it
- The **right to transfer** your data to another party where we hold it based on your consent or for a contract we hold with you. This is also known as 'portability'
- The **right to object** to us processing your data where we use it solely for our legitimate interests
- Rights relating to any **automated decision-making and profiling** of your personal data.

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Who We Share Your Data With

We will share your data internally with members of our teams who handle recruitment, administration of payments, and any others relevant to their responsibilities.

We may share your data with third parties, depending on the type of data. We may also share it to meet any legal obligations we have. When we share your data, we make sure third parties handle it responsibly, follow the law, and prioritise its security.

The following table shows the categories of third parties, what data we share, and why we share it with them:

Third Parties	Categories of Data	Reasons for Sharing
Recruiters	<ul style="list-style-type: none"> Contact Data Training and Qualification Data 	<ul style="list-style-type: none"> Assessing if you're right for the job
Home Office	<ul style="list-style-type: none"> Contact Data Referencing Data 	<ul style="list-style-type: none"> Checking your right to work in the UK
Candidate Screening and Verification Providers	<ul style="list-style-type: none"> Contact Data Referencing Data 	<ul style="list-style-type: none"> When applicable, verifying candidates and the details of their application.
Former Employers	<ul style="list-style-type: none"> Identity Data Training and Qualification Data 	<ul style="list-style-type: none"> Assessing if you're right for the job
Consultants, Lawyers, Legal Professionals	<ul style="list-style-type: none"> Contact Data 	<ul style="list-style-type: none"> Responding to legal claims
IT Providers	<ul style="list-style-type: none"> Contact Data 	<ul style="list-style-type: none"> Providing access to IT systems and company sites Protecting IT systems

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Transferring Data Outside of the United Kingdom

In limited circumstances we may store or transfer some of your personal data to countries outside the United Kingdom. To ensure your data stays secure, we take extra steps to protect it to the same standards it would have in the UK.

These transfers happen when we share your data with 'international organisations', like Microsoft, based in various countries. We have put in place 'international data transfer agreements' with these organisations to safeguard your personal data and ensure they handle it per UK data protection laws.

In addition, we rely on Adequacy Decisions from the Information Commissioner's Office, which recognise certain countries outside the UK as having adequate data protection levels. We base some data transfers on these decisions.

If you would like a copy of these safeguards, please email us at plc.gdprinfo@persimmonhomes.com.

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How Long We Keep Your Data

We keep your data only for as long as necessary. To decide how long we keep your data, we consider its nature, sensitivity, how much of it we hold, and the potential risk to you if it is misused or disclosed. We also consider why we collected it, and any legal requirements.

In most cases, we will keep your data for 12 months after you last log in to our recruitment platform. At that point, you will be prompted by email whether you wish us to keep your data. If you decide not to, or don't reply after 3 months, it will be deleted.

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Automated Decision-Making

Automated decision-making means making decisions about you with no human involvement, like automatic face-scanning only using a computer. We do not make any important decisions about you this way, but we will update this notice if this changes.

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Updates to this Notice

To make sure we always tell you about how and why we use your data, we routinely update this policy. Updates might be needed, for instance, if we change how we work and it affects your data.

We will let you know of any updates and adjust the 'Last Updated' date at the top of the document. Please review the policy from time to time for any changes.

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Making a Complaint

We are committed to handling your personal data responsibly and to a high standard. If you have a concern about how we use your personal data, you have the right to make a complaint to us.

You can contact our data protection team at the email provided above. We will acknowledge your complaint and take appropriate steps to investigate it. We will then provide you with a response explaining our findings and any actions we have taken. We keep a record of complaints to help us improve our processes and prevent similar issues from arising in future.

You are also entitled to make a complaint to the Information Commissioner's Office (ICO), the UK regulator for data protection. You can do this at any time, including before or after raising a complaint with us.

You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF; by calling 0303 123 1113 (local rate) or 01625 545 745; or by submitting a complaint online via <https://ico.org.uk/make-a-complaint/>.

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