

CANDIDATE PRIVACY POLICY

Effective Date: 01 October 2024

At FloSure, we are committed to protecting your personal data and respecting your privacy. This Candidate Privacy Policy explains how we collect, use, and store your personal information when you apply for a position with us or submit your CV through our website.

What Information We Collect

When you submit your CV or apply for a position, we may collect and process the following information:

- **Personal Details:** Name, contact information (e.g., email address, phone number), and address.
- **Employment Information:** Work history, qualifications, and any other details provided in your CV or application.
- **References and Background Information:** If applicable, references, and any pre-employment checks required for the position.
- **Communication Records:** Any correspondence or notes related to your application or interview process.

How We Use Your Information

We use your personal data to:

- Process your job application and assess your suitability for the role.
- Communicate with you regarding your application or future opportunities.
- Fulfil legal or regulatory requirements if necessary.
- Retain your information for future job openings (only with your explicit consent).

How We Store and Protect Your Information

- Your data is stored securely on our systems and accessed only by authorised personnel involved in the recruitment process.
- We implement appropriate technical and organisational measures to safeguard your data against unauthorised access, loss, or misuse.

How Long We Keep Your Information

We retain your data only for as long as necessary for the recruitment process and to comply with legal requirements. If you consent to future opportunities, your data will be kept on file for up to 12 months. You may withdraw this consent at any time.

Who We Share Your Information With

Your information is not shared with third parties, except:

- When required by law or regulatory obligations.
- If a third-party service provider (e.g., recruitment software) is used, and they adhere to strict data protection agreements.

Your Rights

As a candidate, you have the right to:

- Access the personal data we hold about you.
- Correct any inaccuracies in your data.
- Request the deletion of your data (subject to legal obligations).
- Object to or restrict certain data processing activities.
- Withdraw your consent at any time if you have consented to future contact.

To exercise any of these rights, please contact us at [insert email address].

How to Contact Us

If you have questions or concerns about this Candidate Privacy Policy or how your data is handled, please contact:

Data Protection Officer

FloSure

Email: info@flosure.co.uk

Phone: [028 4179 8444](tel:02841798444)

Updates to This Policy

We may update this policy from time to time to reflect changes in our practices or legal requirements. Please revisit this page periodically for the latest information.

FloSure: Protecting Your Property with Precision - Prevent • Detect • Save!