

RECRUITMENT: DATA PRIVACY NOTICE



Your information will be held by the ADSI Group. More information on ADSI and associated companies can be found at www.adsi.co.uk

Your personal information will be held securely on the ADSI Group systems so that we can look after your potential employment relationship. This will include information you provide when you apply to us via our website or websites used as part of our recruitment process. Data will be collected in various forms, including:

Emails, CV's and letters sent in the course of our recruitment process.
Telephone calls (which may be recorded) and conversations via email or other mediums such as SMS.

During the recruitment stage your details will only be shared within the ADSI Group. We will not retain your personal information for longer than is necessary for processing your application, or for legal or regulatory requirements.

Should an offer of employment be made, we may then share you information with other organisations/individuals as part of a necessary verification or fraud prevention process; this includes conducting checks via The Disclosure and Barring Service and obtaining references.

If you provide details of a referee, it is your responsibility to ensure the referee is aware that you have forwarded his/her details and is happy for you to do so. Since individuals have a right to see their personal data, and references provided to us form part of the set of personal data, we cannot guarantee the complete confidentiality of any reference.

During the recruitment process we may research comments and opinions made public on social networking sites such as LinkedIn, Facebook and Twitter.

The ADSI Privacy Policy can be found at; www.adsi.co.uk/privacy or you can request a copy to be sent to you.

By email to privacy@adsigroup.co.uk

Write to us at

ADSI Ltd
Alexander House
Christy Court
Basildon
Essex SS15 6TL

Pease contact us if you have any question(s) about our Privacy policy or information we hold about you.

This policy was last updated 17th May 2018