



PRIVACY NOTICE FOR JOB APPLICANTS

Ref: HR-SD-16

Date: 01/04/2026

Revision: 001

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1. INTRODUCTION

- 1.1 The Company is aware of its obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 and is committed to processing your data securely and transparently. We are required under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 to provide you with information about how we process your personal data. This privacy notice sets out, in line with data protection obligations, the types of data that we collect and hold on you as a job applicant. As part of any recruitment process, the Company collects and processes personal information, or personal data, relating to job applicants. This personal information may be held by the Company on paper or in electronic format. It also sets out how we use that information, how long we keep it for and other relevant information about your data.
- 1.2 This privacy notice applies to all job applicants, whether they apply for a role directly or indirectly through an employment agency. It is non-contractual.
- 1.3 The Company is responsible for, and must be able to demonstrate compliance with, these principles. This is called accountability.

2. DATA CONTROLLER DETAILS

- 2.1 The Company is a Data Controller, meaning that it determines the processes to be used when using your personal data. Our contact details are: **Alumet Ltd, telephone number 01926 818995.**

3. DATA PROTECTION OFFICER

- 3.1 If you have any questions about this privacy notice or about how we handle your personal information, please contact dataprotection@alumetltd.co.uk

4. DATA PROTECTION PRINCIPLES

- 4.1 We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR).

This means personal data will be:

- Used lawfully, fairly and transparently
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- Kept for no longer than necessary
- Processed securely

5. PERSONAL DATA WE COLLECT

We may collect, store and use the following categories of personal data about you:

5.1 Standard Personal Data

- Name, title, address, email address and telephone number
- Date of birth
- National Insurance number
- Right-to-work documentation
- Curriculum vitae, employment history and qualifications

- Application forms, covering letters and interview notes
- References (where applicable)
- Recruitment assessment results

5.2 Special Category Data

We may also collect and process **special category personal data** where relevant and permitted by law, including:

- Information about health or disability (e.g. to make reasonable adjustments during the recruitment process)
- Information about race or ethnic origin, religion or belief, sexual orientation or gender identity (for equality monitoring purposes only)
- Criminal conviction data, where required and lawful (e.g. for roles requiring background checks)

Special category data is processed with appropriate safeguards and only where necessary.

6. HOW WE COLLECT YOUR DATA

6.1 We collect personal data from:

- You directly (e.g. application forms, CVs, interviews)
- Recruitment agencies or employment platforms
- Referees (with your consent)
- Pre-employment screening providers, where applicable

7. PURPOSE AND LEGAL BASIS FOR PROCESSING

7.1 We process your personal data for the purpose of:

- Assessing your suitability for employment
- Managing the recruitment and selection process
- Communicating with you about your application
- Making reasonable adjustments where required
- Complying with legal and regulatory obligations

7.2 The lawful bases for processing are:

- **Legitimate interests** (to recruit suitable employees)
- **Legal obligations** (e.g. right-to-work checks)
- **Consent**, where required (e.g. equality monitoring)
- **Employment and social security law**, in relation to special category data

8. EQUALITY MONITORING

8.1 Any equality and diversity information collected is:

- Voluntary
- Anonymised where possible
- Used solely for monitoring and reporting purposes
- Not used in recruitment decision-making

9. DATA SHARING

9.1 Your personal data may be shared with:

- Hiring managers and HR personnel
- Recruitment agencies acting on our behalf



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- Occupational health providers (where relevant)
- Background check providers
- Law enforcement or regulatory bodies where legally required

We do not transfer your data outside the UK unless appropriate safeguards are in place.

10. DATA SECURITY

10.1 We have appropriate security measures in place to prevent your personal data from being accidentally lost, used, accessed, altered or disclosed in an unauthorised way.

11. DATA RETENTION

11.1 We will retain your data for the duration of the recruitment process and for up to 12 months afterwards, unless a longer retention period is required or you consent to future retention. If you are successful, recruitment data will form part of your personnel file.

12. TRANSFERRING PERSONAL INFORMATION OUTSIDE THE EUROPEAN ECONOMIC AREA

12.1 The Company will not transfer your personal information to countries outside the European Economic Area.

13. YOUR DATA PROTECTION RIGHTS

13.1 You have the right to access, correct, erase, restrict or object to the processing of your personal data, and to withdraw consent where applicable.

14. CHANGES TO THIS PRIVACY NOTICE

14.1 The Company reserves the right to update or amend this privacy notice at any time. We will issue you with a new privacy notice when we make significant updates or amendments. We may also notify you about the processing of your personal information in other ways.

15. COMPLAINTS

15.1 You may raise concerns with the Information Commissioner's Office (ICO):
Website: <https://www.ico.org.uk>
Telephone: 0303 123 1113