

## Privacy notice for job applicants

Sing Up Group Ltd is committed to protecting the privacy of anyone we work with and maintaining the security of any personal information received. We strictly adhere to the requirements of the data protection legislation in the United Kingdom and the EEA.

As part of the application process, we need to collect and hold data about you to enable us to process your job application.

Please find below more information on the data we collect, why we collect it, and how long we keep it:

<b>Type of data</b>	<b>Why we wish to hold it</b>	<b>How long it will be kept for</b>
<p><b>Personal details</b> Name, email address, telephone number, and other information you choose to provide with your job application</p>	<p>To communicate with you about your application</p>	<p>If your application is successful, we will keep your details as part of your employee file.</p> <p>If your application is unsuccessful we will destroy your details after 6 months</p>
<p><b>Recruitment data</b> Previous employers, types of job held at other companies, previous salaries, skills and qualifications obtained, and other information you choose to provide with your job application</p>	<p>To make a decision on your suitability for the role you are applying for</p>	<p>If your application is successful, we will keep your details as part of your employee file.</p> <p>If your application is unsuccessful we will destroy your details after 6 months</p>

For further detail on our privacy practices and your rights under the data protection legislation in the United Kingdom and Europe, please refer to our full Privacy Policy wording on our website: [www.singup.org/privacy-policy](http://www.singup.org/privacy-policy).