

Control Valve Services - Applicant for employment

Control Valve Services Ltd is committed to protecting and respecting your privacy.

This notice and any other documents referred to in it, sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of data protection legislation, including the UK Data Protection Act 2018, the General Data Protection Regulation (GDPR), the UK Privacy and Electronic Communications Regulations 2003 (PECR), and other applicable legislation, Control Valve Services, including all subsidiaries, is a controller and our contact details are:

Control Valve Services Ltd
Unit 1 Birds Royd Mill
Birds Royd Lane
Brighouse
West Yorkshire
HD6 1LQ

Our Data Protection Officer can be contacted at dpo@theprivacyworx.com

As potential employee of Control Valve Services, we hold the following information about you:

- Contact details
- Name
- CV
- Employment history
- Qualifications
- References
- Salary Expectations
- Any free text personal data that you may provide in your application.
- Interview Notes

This data may come directly from you or from a recruitment agency. We hold and process this data for the negotiation of a potential contract of employment with you.

If we are unable to process this data, we would not be able to process your application.

Should you be unsuccessful we will retain this data for up to 2 years, unless you request that we delete the data beforehand.

At the conclusion of all relevant retention periods, physical documents containing your personal data will be shredded, and all personal data held electronically will be deleted.

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request. This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it;
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected;
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below);
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes;
- **Request the restriction** of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it;
- **Request the transfer** of your personal information to another party.

You also have a right to lodge a complaint with a Supervisory Authority, for example the Information Commissioner's Office.

Further Information

If you require further information about the use of your data or wish to make a Rights request relating to your personal data processed by us, please contact our DPO - dpo@theprivacyworx.com