

# GDPR Privacy Notice for Job Applicants

In accordance with applicable data protection law, Quest Employment has implemented this privacy notice to inform job applicants, candidates and work-seekers of the types of personal data we process about them, the reasons for that processing, the lawful bases relied upon, how long we keep the data for, and their rights in relation to that data.

This notice applies to applicants, candidates and work-seekers who apply to, register with, or are considered by Quest Employment for roles, assignments, placements or work-finding services.

## A) DATA PROTECTION PRINCIPLES

Quest Employment will ensure that personal data obtained and held by us is processed in accordance with applicable data protection principles. In particular, we will ensure that:

- a) processing is fair, lawful and transparent
- b) data is collected for specified, explicit and legitimate purposes
- c) data collected is adequate, relevant and limited to what is necessary for the relevant purposes
- d) data is kept accurate and, where necessary, up to date, and inaccurate data is rectified or erased without delay
- e) data is not kept for longer than necessary
- f) data is processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage
- g) any international transfer of personal data is carried out in accordance with applicable legal requirements

## B) TYPES OF DATA HELD

We may collect and process personal data relating to job applicants, candidates and work-seekers in order to provide recruitment and work-finding services and to assess suitability for roles, assignments and placements.

This may include:

- a) personal details such as name, address, telephone number and email address
- b) date of birth where lawfully required or relevant
- c) right to work documentation and related information
- d) CVs, application forms and covering letters
- e) details of education, qualifications, training and employment history
- f) references from former employers or other referees
- g) interview notes, assessment results and recruitment records
- h) information about skills, experience, availability and work preferences
- i) National Insurance number where relevant at later recruitment or onboarding stages
- j) driving licence details where relevant to the role
- k) criminal conviction data where relevant to the role and where lawful
- l) equality monitoring information, such as race, religion, sex, disability or other protected characteristic data where lawfully processed
- m) correspondence and communications with you
- n) records of compliance checks carried out during recruitment or registration

## C) COLLECTING YOUR DATA

You may provide personal data directly during the recruitment, registration or application process.

We may also collect personal data from third parties where appropriate, such as:

- referees
- former employers
- recruitment intermediaries

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- public sources
- clients or hirers where relevant to recruitment or work-finding
- background check providers where lawful and appropriate

## D) LAWFUL BASIS FOR PROCESSING

We process applicant data only where there is a lawful basis for doing so. This may include:

- taking steps at your request prior to entering into a contract
- compliance with legal obligations
- legitimate interests in running a recruitment business and providing work-finding services
- consent, where consent is the appropriate lawful basis

Examples include:

Activity requiring your data	Lawful basis
Assessing your suitability for roles, assignments or placements	Legitimate interests / steps prior to entering into a contract
Contacting you about vacancies, assignments or recruitment opportunities	Legitimate interests / steps prior to entering into a contract
Verifying your right to work in the UK	Legal obligation
Obtaining and considering references	Legitimate interests / steps prior to entering into a contract
Undertaking recruitment checks and maintaining recruitment records	Legitimate interests
Sharing relevant applicant details with clients or hirers for work-finding purposes	Legitimate interests / steps prior to entering into a contract
Defending or pursuing legal claims	Legitimate interests
Preventing fraud and maintaining security of systems	Legitimate interests

## E) SPECIAL CATEGORIES OF DATA

Special category data includes personal data relating to:

- a) health
- b) sex life
- c) sexual orientation
- d) race
- e) ethnic origin
- f) political opinions
- g) religion or belief
- h) trade union membership
- i) genetic and biometric data

We may process special category data, where lawful, for purposes including:

- equal opportunities monitoring
- making reasonable adjustments during recruitment
- meeting legal obligations
- safeguarding and compliance where relevant

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## F) FAILURE TO PROVIDE DATA

If you do not provide requested data, we may be unable to process your application fully, assess your suitability for a role or assignment, or provide work-finding services to you.

## G) CRIMINAL CONVICTION DATA

We will only collect criminal conviction data where it is relevant to the role, required by a client or hirer, necessary for safeguarding or compliance purposes, and permitted by law.

## H) WHO WE SHARE YOUR DATA WITH

Your personal data may be shared internally with authorised employees involved in recruitment, compliance, administration and work-finding services.

Your data may also be shared externally where appropriate, including with:

- clients or hirers considering you for a role or assignment
- referees
- compliance and background screening providers
- payroll or onboarding providers where you progress to engagement
- legal, regulatory or government bodies where required by law

We will only share data where there is a lawful basis to do so.

## I) PROTECTING YOUR DATA

We take appropriate technical and organisational measures to protect personal data against accidental loss, destruction, misuse, disclosure or unauthorised access.

## J) RETENTION PERIODS

We will keep applicant data only for as long as necessary for recruitment, work-finding, legal and compliance purposes.

Typical retention periods may include:

Record	Recommended Retention Period
application forms, CVs and interview notes	6 months to 1 year, unless longer retention is justified
right to work and compliance records	for as long as required by law or legitimate business need
equality monitoring data	only for as long as necessary for the purpose collected
recruitment records where the applicant progresses into engagement or employment	retained in accordance with the relevant employee or worker privacy notice

## K) AUTOMATED DECISION-MAKING

Quest does not make decisions about applicants solely by automated means where the decision would have a significant effect on the applicant, unless lawful and appropriate safeguards are in place.

## L) YOUR RIGHTS

You have rights in relation to your personal data, subject to applicable law, including:

- a) the right to be informed
- b) the right of access
- c) the right to rectification

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- d) the right to erasure in certain circumstances
- e) the right to restrict processing in certain circumstances
- f) the right to data portability in certain circumstances
- g) the right to object to certain processing
- h) rights in relation to automated decision-making

## M) CONSENT

Where Quest relies on consent to process your data, you may withdraw that consent at any time. This will not affect the lawfulness of processing carried out before consent is withdrawn.

## N) MAKING A COMPLAINT

If you think your data rights have been breached, you may raise the matter with Quest and you may also complain to the Information Commissioner's Office.

## O) DATA PROTECTION CONTACT

Quest's data protection contact is:

Nik Pagan / Jim Bluck

Quest Employment

Royal House

Queenswood

Newport Pagnell Road West

Northampton

NN4 7JJ

Email: [data.protection@questemployment.co.uk](mailto:data.protection@questemployment.co.uk)

This document is effective from:

23<sup>rd</sup> March 2026

This document is approved by:

Jim Bluck, Chief Commercial Officer



For questions or queries about this document, contact: [Jim.Bluck@questemployment.co.uk](mailto:Jim.Bluck@questemployment.co.uk)