

GDPR Statement

ESP Global Services Recruitment

Abstract

At ESP we are committed to protecting and respecting your privacy. This GDPR Statement explains how we collect, use, disclose, and protect personal data provided by applicants through our job application system. It also outlines your rights regarding your personal data.

Data Controller:
ESP Global Services

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Types of Data Collected

We may collect and process the following types of personal data from job applicants:

- **Identification Data:** Name, date of birth, photo.
- **Contact Information:** Address, email address, phone number.
- **Professional Information:** CV/resume, cover letter, employment history, qualifications, references.
- **Sensitive Data:** Only as required and permissible under law, such as data concerning health or disabilities, to accommodate the recruitment process.

Purpose and Legal Basis for Processing

The personal data you provide will be used for the following purposes:

- **Recruitment Process Management:** Assessing your suitability for the position, communicating with you about your application, and conducting interviews.
- **Legal Obligations:** Complying with legal and regulatory requirements, including reporting obligations.
- **Legitimate Interests:** Enhancing our recruitment process and ensuring we select the best candidate for the position.
- **The legal bases for processing your personal data are:**
- **Consent:** By submitting your application, you consent to the processing of your personal data for the recruitment process.
- **Contract:** Processing is necessary to take steps at your request prior to entering into a contract.
- **Legal Obligation:** Compliance with legal obligations to which we are subject.
- **Legitimate Interests:** Our legitimate interests in managing our recruitment process effectively.

Data Sharing and Transfers

Your personal data may be shared with:

- **Internal Personnel:** Members of our HR team and hiring managers involved in the recruitment process.
- **Service Providers:** Third-party service providers that assist with recruitment activities (e.g., recruitment agencies, background check providers) who are bound by confidentiality agreements.
- **Legal and Regulatory Authorities:** When required by law or necessary to protect our rights.

We ensure all third parties respect the security of your personal data and treat it in accordance with the law.

Data Retention

We will retain your personal data only for as long as necessary to fulfil the purposes for which it was collected, including any legal, accounting, or reporting requirements. Specifically:

- **Successful Applicants:** Data will be transferred to the employee personnel file and retained in accordance with our employee data retention policy.

- **Unsuccessful Applicants:** Data will be retained for 12 months after the application process is complete, unless you consent to a longer retention period for future opportunities.

Data Security

We implement appropriate technical and organizational measures to ensure the security of your personal data and protect it against unauthorized or unlawful processing, accidental loss, destruction, or damage.

Your Data Protection Rights

Under the GDPR, you have the following rights:

Right to Access: Request access to your personal data.

Right to Rectification: Request correction of inaccurate or incomplete data.

Right to Erasure: Request deletion of your personal data.

Right to Restriction: Request restriction of processing your personal data.

Right to Data Portability: Request transfer of your personal data to you or a third party.

Right to Object: Object to the processing of your personal data based on legitimate interests or direct marketing.

If you wish to exercise any of these rights, please contact us at jobs@esp.co.uk

Changes to This Statement

We may update this GDPR Statement from time to time. Any changes will be posted on this page, and where appropriate, notified to you by email.

Contact Us

If you have any questions about this GDPR Statement or our data protection practices, please contact us at jobs@esp.co.uk

By submitting your job application, you acknowledge that you have read and understood this GDPR Statement and agree to the processing of your personal data as described herein.

This GDPR Statement ensures compliance with the General Data Protection Regulation (EU) 2016/679 and reflects our commitment to protecting your personal data during the job application process.