

Employee Privacy Notice

Walters Group (“the Company, “we” or “us”) is committed to protecting the privacy and security of your personal information. We make sure we comply with all aspects of the UK’s data protection framework including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation

Personal Data

Upon submission of your Curriculum Vitae, the Walters Group will retain your personal information before and following recruitment exercises to demonstrate, if required, that candidates have not been discriminated against on prohibited grounds and that recruitment exercises are conducted in a fair and transparent way.

Personal information that is collated by The Walters Group during the recruitment process is likely to be retained for six months from the communication of the outcome of the particular recruitment exercise to the candidate. This takes into account both the time limit to bring claims and for claims to be received by the Walters Group.

Information relating to successful candidates will be transferred to their employment record with the Walters Group. This will be limited to that information necessary for the working relationship and, where applicable, that required by law.

Following a recruitment exercise, information in both paper and electronic form, will be held by the HR department. Destruction of that information will take place in accordance with these guidelines.

The lawful basis for processing personal information

We will only use your personal data when the law allows us to. Most commonly, we rely on the following legal bases to process your personal information:

Performance of a contract	This applies where we need to collect and use your personal information in order to takes steps to enter into a contract
---------------------------	--

	with you or to perform our obligations under a contract with you
Legal obligation	This applies where we need to collect and use your personal information to comply with applicable laws and regulatory requirements
Legitimate interests	We may collect and use your personal information to further our legitimate business interests. We only do this where we are satisfied that your privacy rights are protected satisfactorily. You have a right to object to any processing of your personal information based on this legal basis (see below)
Consent	Generally, we do not need to rely on consent as a legal basis for processing your personal data, but where we do, you have a right to withdraw consent at any time