

PRIVACY NOTICE

Seeing Practice, Work Experience Placements, Recruitment

What data do we need to process?

- Information that you provide within your CV or application during the recruitment or placement process such as; full name, address, phone number, email address, photo, referees and information relating to your application.
- Information that you provide as a successful applicant of Seeing Practice or work experience such as emergency contact details, medical information.

Why do we need to process this data?

- We need to process this information so that we can contact you for the duration of the recruitment, selection, seeing practice, or work experience process.
- As part of seeing practice and work experience, we will request further emergency contact or medical information to meet our obligations as an employer, and/or to meet insurers obligations.

What will we do with it?

- This data will be held securely on file either electronically and/or hard copy.
- Where you are attending the practice, it will only be used if needed, to contact you, or your emergency contacts in the event of an emergency or non-attendance at the practice.
- We may contact the provided referees for the purposes of our recruitment and selection processes or selection of Internship, Externship, EMS and work experience placements.
- This information may be shared with our HR Manager, Seeing Practice Coordinator, the Directors and any other relevant decision makers in order to provide assistance and advice for the recruitment and selection process of our opportunities.
- Your data may be shared with external auditors, emergency services, insurers or legal authorities only if required by the Company to do so.



HR-D-651 v1

How long will we keep it?

- You CV and any information regarding your application will be retained for a minimum of 1 year, and the company may contact you during that time regarding similar opportunities in that time on our legitimate business interests. It will then be securely destroyed.
- If you are successful and attend the practice for the purposes of seeing practice or work experience placement, your data will be retained for no longer than 6 years, after which time it will be securely destroyed.
- If you are successful and are employed by the Company, an updated Privacy Notice relating to employees and their personal information will be issued.
- If we need to keep your data for any reason beyond this point we will issue a further privacy notice at this time (i.e. for the purposes of defending a claim).

What are your rights?

- You are not obliged to provide this information or allow us to process this personal data, however if you do not then we will be unable to consider your application as part of our recruitment, selection, seeing practice, or work experience process.
- You have the right to make corrections to this data, to pause processing of this data whilst corrections are made, to ask for out-of-date information to be deleted and to make a data access request at any time.
- Where we have processed your data on the basis of consent, you have the right to withdraw that consent at any time.
- You have a duty to let us know if any of the data provided needs to be updated during your employment or placement at Hambleton Equine Clinic.

If you have a question or concern about the way your data is being processed, you should contact recruitment@hambleton-equine.co.uk in the first instance.

Hambleton Equine Clinic Ltd
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