**Privacy Notice – Job Applicants**

1. **Introduction**

EcoNorth takes privacy very seriously and is committed to the robust protection of your personal data. This Privacy Notice explains the personal data we process, how we process it and for what purposes, and is in line with current data protection laws. It applies to all EcoNorth’s job applicants.

1. **Company Registration**

EcoNorth is a professional consultancy that provides a complete ecological service for development and infrastructure projects across the UK and Ireland. Services include protected species surveys, licensing and mitigation, all ecological assessments, land management, Clerk of Works and GIS mapping.

EcoNorth is registered at Companies House (registration number 2274277). Our registered office is 11 Enterprise Court, Cramlington, Northumberland, NE23 1LZ, United Kingdom.

EcoNorth is registered with the Information Commissioner’s Office (ICO) as a Data Controller. Our registration number is ZA481793.

1. **Definitions**

“EcoNorth” or “we” or “us” or “our” means EcoNorth Ltd.

“Personal data” means any information relating to an identified or identifiable natural person. An identifiable natural person is one who can be identified directly or indirectly, in particular by reference to an identifier such as a name, identification number, location data, online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

“Special category data” means sensitive personal data which includes racial or ethnic origin, political opinions, religious or philosophical beliefs, dietary choices, trade union membership, physical or mental wellbeing, a Data Subject’s sex, gender identify or sexual orientation and the processing of genetic data or biometric data for the purpose of uniquely identifying a Data Subject. In order to lawfully process special category data, both a lawful basis under Article 6 of the GDPR and a separate condition for processing under Article 9 must be identified; these do not have to be linked.

“Data Controller” means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

“Data Subject” means an individual on whom data is collected and processed. This can be an organisation’s customers, contractors, suppliers and employees for example.

“Processing” means any operation or set of operations performed on personal data or on sets of personal data, whether or not by automated means such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

1. **Privacy Promise**

EcoNorth promises to:

* Process personal data fairly, lawfully and transparently.
* Process personal data for the legitimate purpose for which that personal data was originally collected.
* Only collect personal data that is essential for the fulfilment of that legitimate purpose.
* Retain personal data only when necessary and delete it once its legitimate purpose has been fulfilled.
* Ensure all personal data that is processed is accurate and kept up to date.
* Ensure that robust security measures are in place to protect against unauthorised or unlawful processing of your personal data.
* Ensure you know how to exercise your rights in relation to personal data.
1. **Personal Data**

EcoNorth may process standard personal data which has been collected from a variety of sources. This includes:

* Personal data you provide us with directly eg name, former name(s), signature, initials, job title, company name, home address, work address, email address, telephone number, mobile number, photograph, marital status, age, date of birth, passport details, driver’s licence details, CV/cover letter contents including higher education and training qualifications, higher education and training certificates, salary details, references.
* Personal data we collect from other sources eg publicly available information such as social media blogs and postings.

EcoNorth will only process special category data where we have identified both a lawful basis and a separate condition for processing in accordance with the General Data Protection Regulation.

1. **Purposes**

EcoNorth may collect, process and disclose your personal data only for specific and legitimate purposes, in order to consider your application to work for EcoNorth and operate our business, including:

* Process your job application to work for EcoNorth.
* Provide your employment contract, if successful.
* Provide you with progress updates.
* Use feedback from you to analyse our performance and improve our services.
* Meet our legal requirements.
1. **Legal Basis**

EcoNorth will only process personal data where the law allows us to do so, as follows:

* Where it is necessary for performing a contract EcoNorth has entered into with you.
* Where we need to comply with a legal obligation.
* Where, on the rare occasion, it becomes necessary to protect your vital interests.
* Where it is in the public interest.
* Where we have your informed consent.
* Where it is necessary for the purposes of the legitimate interests of EcoNorth.
1. **Data Sharing**

Personal data is processed within the UK and Ireland only. It is shared within EcoNorth, where appropriate, and with our business partners and trusted affiliates where permission has been granted or where we are required to do so by law.

1. **Data Retention**

EcoNorth retains personal data for as long as we need it for the purpose for which it is being processed and in line with legal requirements (normally one year after your job application to EcoNorth has been made), after which we employ measures to permanently destroy / delete / anonymise it securely when there is no longer a legal or business need for it to be retained.

1. **Data Security**

EcoNorth has adopted appropriate data collection, storage and processing practices and robust security measures to protect all personal data against unauthorised access, improper use, alteration, disclosure or destruction or accidental loss.

In the unlikely event of a suspected data breach, EcoNorth will notify you and the Information Commissioner’s Office (ICO) of this event, where we are legally required to do so.

1. **Your Rights**

As a Data Subject, you have the following rights with regard to the processing of your personal data:

* The right to ask for information about what personal data is being processed and the rationale for such processing.
* The right to get access to your personal data that is being processed, as well as to request copies of that personal data.
* The right to rectification ie to ask for modifications to your personal data in the event that your personal data is not up to date or accurate.
* The right to withdraw your previously given consent for the processing of your personal data for a purpose.
* The right to object to the processing of your personal data.
* The right to object to a decision based on automated processing and profiling.
* The right to be forgotten (or the right to erasure) ie the right to ask for your personal data to be deleted.
* The right to data portability ie the right to ask for a transfer of your personal data.

If you have concerns about how EcoNorth processes your personal data, you can make a Data Subject Access Request (DSAR) by email to enquiries@econorth.co.uk or by post to:

Data Protection Department

EcoNorth Ltd

11 Enterprise Court

Cramlington

Northumberland

NE23 1LZ

United Kingdom

If you wish to complain about how your personal data is being handled, please contact EcoNorth in the first instance so we can investigate, either by email to enquiries@econorth.co.uk or post to:

Data Protection Department

EcoNorth Ltd

11 Enterprise Court

Cramlington

Northumberland

NE23 1LZ

United Kingdom

If you still feel that your personal data is not being handled appropriately according to the law, you can contact the Information Commissioner’s Office (ICO) at:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

United Kingdom

(Tel: 01625 545 700)

1. **Privacy Notice Review**

EcoNorth’s Privacy Notice for job applicants is reviewed annually, or earlier if there are changes to the processing of personal data or applicable legislation. You will be notified of any amendments that are made at these times.