Freelance (Jersey) Limited ("the Company")
Candidate Privacy Statement

This privacy statement explains:

- what information the Company collects during its application and recruitment process;
- the relevant lawful processing condition for the use of that information;
- how the Company uses that information; and
- for how long the Company will retain your information.

Types of information the Company collects

This privacy statement covers the information you share with the Company and/or which may be acquired or produced by the Company during the application or recruitment process including:

- your name, address, email address, telephone number and other contact information;
- your resume or CV, cover letter, previous and/or relevant work experience or other experience, education or other information you provide to the Company in support of an application and/or the application and recruitment process;
- information from interviews and -screenings you may have, if any;
- details of the type of employment you are currently enjoying or may be looking for, current and/or desired salary and other terms relating to compensation and benefits packages, or other job preferences;
- details of how you heard about the position you are applying for;
- any special category, sensitive and/or demographic information (where applicable) obtained during the application or recruitment process such as age, information about your citizenship and/or nationality, medical or health information and/or your race;
- reference information and/or information received from background or police checks (where applicable) , including information provided by third parties; and/or
- information relating to any previous applications you may have made to the Company and/or any previous employment history with the Company.

Lawful Processing Condition

The processing of personal data throughout the recruitment process will be necessary for and as a result of steps taken by yourself with a view to entering into an employment contract with the Company. The only exception would be where there exists a legal obligation on the Company.

How the Company use information it collects

Your information will be used by the Company for the purposes of carrying out its application and recruitment process that includes:

- assessing your skills, qualifications and interests against the Company's career opportunities;
- verifying your information and carrying out reference checks and/or conducting background or police checks (where applicable) if you are offered a job;

- communications with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential career opportunities at the Company;
- making improvements to the Company's application and/or recruitment process including improving diversity in recruitment practices;
- complying with applicable laws, regulations, legal processes or enforceable governmental requests;
- your information may be shared with our affiliates organisations. If you have been referred for a job at the Company by a current Company employee, the Company may inform that employee about the progress of your application;
- the Company may also use service providers acting as data processors on the Company's behalf to perform some of the services described above including for the purposes of shortlisting, verification and or background or police checks. These service providers may be located outside the country in which you live but will normally be based in the Channel Islands;
- the Company may sometimes be required to disclose your information to external third parties such as to local employment authorities, insurance companies, courts and tribunals, or regulatory bodies and/or law enforcement agencies for the purpose of complying with applicable laws and regulations, or in response to legal process; and/or
- it is your responsibility to obtain consent from referees before providing their personal information to the Company.

All your information will be considered confidential. The Company will not use or disclose your information except as provided for in this statement or if disclosure is required to fulfil a legal obligation.

Retention of your information

The Company will retain your information for the following minimum periods:

- if unsuccessful for the role(s) you have applied for; 6 months after the Company's last contact with you; or
- if interviewed for a post, 6 months from the Company's last contact with you. Information retained for this period will include interview notes, interview questions and answers and any other relevant information supplied by you;
- if you are offered and accept employment with the Company, the information collected during the application and recruitment process will become part of your employment record. Full details of the Company's record management policy will be made available to you at that time.

By applying for a position with the Company, you accept the terms of this privacy statement.