Ponthafren Job Application Privacy Notice and Agreement

In accordance with the Data Protection legislation, you are entitled to know what information we hold on you, why we need it, and how long we will keep it for. This document outlines these details.

As part of our recruitment process we gather, store, and process data on all our applicants. This information may be held electronically and/or as a hard copy.

In order for us to effectively process your application form we require your name, address, and contact details.

To be able to make an informed, fair, and responsible recruitment decision we require information about your employment history, experiences, and qualifications.

You are under no contractual obligation to share personal information but Ponthafren can only make a decision based on the information provided.

Unsuccessful applications will be retained for a maximum of 3 months. Successful applications will be transferred to the applicants personnel file and become subject to staff record retention schedules.

If the post is subject to an enhanced disclosure from the Disclosure and Barring Service, you will be required to submit any relevant information regarding unspent convictions under the Rehabilitation of Offenders Act 1974. Ponthafren will process this data but will not store details of any criminal records unless otherwise required.

In order to monitor equal opportunities, we also require that you complete an equal opportunities form that requests sensitive personal data including ethnic origin, sexual orientation, religious beliefs, and health. Providing this information is your own choice and includes ‘Prefer not to say’ options for each category. When processed this data will be separated from your application and anonymised; any recruitment panels will not see your equal opportunities information.

Through the process of recruitment, Ponthafren will be required to contact referees for suitable references. It is your responsibility to gain your referees consent before sharing their personal information with Ponthafren and it will be assumed you have sought permission from these individuals and they have agreed to be contacted for this purpose.

Your information will only be shared within the organisation with personnel required for the recruitment process.

By submitting your application, you are agreeing for us to process your data in the ways outlined above and for the purposes outlined above.