



Recruitment Privacy Statement

N21 Summary:

As part of any recruitment and onboarding process, N21 collects and processes personal data relating to job applicants. We also collect data from prospective applicants through speculative CVs on our website. We are committed to being transparent about how we collect and use that data and to comply with our data protection obligations.

What information do we collect?

We will not collect any information about individuals, except where it is specifically and knowingly provided by them, for example when you apply for a job. The types of information we will collect from you at recruitment stage are;

- Your name, address and contact details
- Your occupation
- Compensation; basic salary, benefits, bonuses etc.
- Nationality/visa/right to work information
- Where you are applying for a job we may also collect information about your qualifications, education and work experience, along with anything else you include in your CV or application.

N21 will not share your data for any other purpose than the recruitment exercise for which you have applied for.

Why do we collect your personal information?

N21 needs to process data to enable us to carry out the recruitment process. We only process your personal information where we are lawfully permitted for one or more of the purposes set out below. Not all of the purposes set out below will apply to you all the time.

- i) Application: activities carried out in the course of receiving and assessing candidate applications.
- ii) Assessment: activities carried out in the course of assessing suitability for roles
- iii) General recruitment activities: market research activities and specific or speculative recruitment related activities.



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Where N21 collects special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring.

It is in the legitimate interests of AGY47 to process your personal information in the administration of your application and for general recruitment purposes.

N21 will also process your personal information where it is required by law or regulation. This processing will always be fair and lawful.

Where we store your personal information and how we protect your data

All information you provide to us is stored on our people system SutiHR which is protected by secure servers. There is restricted access to our people system SutiHR with specific permissions allocated to individuals on a need to know basis.

Where N21 engages third parties to process personal data on its behalf they do so on a basis of a written contract, which means they are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

How long will we keep your information?

If your application for employment is unsuccessful, N21 will hold your data on file for 1 year after the end of the relevant recruitment process. We keep your details on file for a year for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your employee file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

Under the General Data Protection Regulation and the Data Protection Act 2018 you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.



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If you would like to exercise any of these rights or have specific questions about your information and confidentiality please contact work@n-21.co.uk

You have the right to lodge a complaint to the Information Commissioners Office if you believe that we have not complied with the requirements of the General Data Protection Regulations or Data Protection Act 2018 with regard to your personal data.