

**Privacy Notice – Candidates
Cinderella Support Services**

The General Data Protection Regulation (GDPR) is effective in the UK from 25 May 2018 and requires employers to be transparent about the personal data that we hold and how it is used.

The Organisation

Cinderella Cleaning Contractors Limited incorporated and registered in England and Wales with company number 3719780 whose registered office is at Cinderella Support Services Head Office Unit 2b Clay Street Sheffield S9 2PF.

Privacy Notice

This Privacy Notice explains what we do with your personal data, it describes how we collect, use and process your personal data, and how, in doing so, we comply with our legal obligations to you. Your privacy is important to us, and we are committed to protecting and safeguarding your data privacy rights.

This Privacy Policy applies to the personal data of Candidates.

In order for us to consider your application we need to process certain information about you. We only ask for details that we need. This data is:

- Your name
- Contact details
- Education details
- Employment history
- Immigration status
- Where appropriate and in accordance with local laws and requirements, we may also collect information related to your health, diversity information or details of any criminal convictions.

There are two main ways in which we will collect your personal data:

1. Directly from you; and
2. From third parties i.e. referees you have authorised us to contact

What we will use your data for:

The reason for using your personal details is to review your application and suitability for the position you have applied for.

We will not share your data with any third parties or other organisations at recruitment stage. Cinderella will not keep any candidates personal data longer than 12 months. It will be stored securely within this time period and will be erased/deleted using our confidential waste procedure.