



Capture



Store



Manage



Analyse



Share

Privacy Policy

Recruitment

priv-01

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Cottage Labs LLP

jobs@cottagelabs.com

Data retention policy as pertains to recruitment and employment. Cottage Labs is a data controller of personal information sent to us or delivered via external providers for job applications, and retains employee information as according to law.

If the policy is amended, this page will be updated with the date. Any changes will apply to you and your data with immediate effect.





Our contact details

Name: Cottage Labs LLP

Company Address: 29 Mayflower Street, Townhill, KY12 0HP

E-mail: jobs@cottagelabs.com

Personal information we collect, and why

We currently collect and process the following information. Most of the personal information we process is provided to us directly by you, as required for the recruitment process:

- **Information provided in CV and covering letter including personal information such your name and contact details for you and your referees**
 - To help us decide whether to offer you an interview
 - To enable us to contact you about the status of your application
 - To contact your referees if we make a job offer
- **Information provided by the referees you give us, if we proceed to contact them**
 - Used to establish whether you are a suitable fit for Cottage Labs
- **Bank details on offer of employment**
 - To enable us to pay your salary
- **Emergency contact details on offer of employment**
 - In case we need to contact someone on your behalf in an emergency
- **Evidence of your right to work in the UK**
 - Required by law to be retained for 2 years after you leave your job

We also receive personal information from third party job advertisement websites if you submit your CV and covering letter through them. These websites include:

- **Indeed**
 - <https://uk.indeed.com/legal>
- **LinkedIn Jobs**
 - <https://www.linkedin.com/legal/privacy-policy>
- **Stack Overflow**
 - <https://stackoverflow.com/legal/privacy-policy/talent>



The information provided by these third party websites is also used to help us decide whether you would be a suitable fit for Cottage Labs.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is that we have a legitimate interest. This is based on article 6(1)(b) of the UK GDPR, which relates to processing necessary information to perform a contract or to take steps at your request, before entering a contract.

Third party processors

- Successful, eligible applicants will have their name, date of birth, National Insurance Number and salary sent to **NEST**, our pension provider
 - <https://www.nestpensions.org.uk/schemeweb/nest/nestcorporation/privacy-policy.html>
- Information will also be passed to **HMRC** for taxation purposes
 - <https://www.gov.uk/government/publications/data-protection-act-dpa-information-hm-revenue-and-customs-hold-about-you/data-protection-act-dpa-information-hm-revenue-and-customs-hold-about-you>
- We will store your bank details in **FreeAgent**, our payroll provider
 - <https://www.freeagent.com/website/privacy/>

How we store your personal information

Your CV, covering letter and any references are securely stored in our **Google Drive** and our email inbox (<https://policies.google.com/privacy>). Your bank details are securely held in our payroll system.

We retain CVs and covering letters from unsuccessful applicants for no longer than 90 days. We keep CVs, covering letters and third party references from successful applicants until 6 months after you leave our employment. Evidence of your right to work in the UK must be retained for 2 years. We will then dispose of your information by deleting it from our records. Emergency contact details will be deleted as soon as you leave our employment.

Unsolicited CVs are subject to the same storage policy. However, if you send us an unsolicited CV that we would like to keep on file in case a suitable vacancy arises, we would contact you and ask for your consent to retain it for 1 year.



Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at jobs@cottagelabs.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at jobs@cottagelabs.com.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office, Wycliffe House, Cheshire, SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>