



Everoze Partners Ltd - Privacy Policy for Applicants

This Privacy Policy tells you what to expect in relation to personal information about you which is collected, handled and processed by Everoze Partners Limited (registration number: 09588207) of 5th floor, 30 Queen Charlotte Street, Bristol BS1 4HJ, UK, and its subsidiaries, including Everoze SAS (818 225 013 RCS), 8 rue Léopold Sédar Senghor, 14460 Colombelles, France.

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws in force from time to time. With effect from 25 May 2018, the General Data Protection Regulations (“GDPR”) applies.

Everoze is a data controller and processor as per the GDPR (art. 4). The processes are described below including personal data categories, purposes of personal data use, lawful basis for processing and rights regarding any of your personal data.

What personal information do we collect?

The personal information about you we may collect, hold and process is set out below:

- Name
- Address
- Email address
- Telephone number
- CV/work history
- References
- Job preferences including role, geographic location and salary
- A log of our communication with you by email and telephone
- Any other work-related information you provide as part of the recruitment process, for example education and/or training certificates

How do we use the information?

The information as above will be used for applicants as follows:

- To match your skill sets with an Everoze job vacancy
- To keep you informed of how your application progresses

The information will be used for recruitment purposes only. If we receive an unsolicited application at a time when we are not recruiting, we will delete the CV and inform the applicant of this.

How do we store the information?

All personal data we have is stored on our cloud-based fileserver which is secured by fire wall.



Who do we share your data with?

Your information will be shared with Everoze employees and associates on a “need to know” basis only, connected with the recruitment process.

We will also always share information where there is a legal duty to do so.

Legal basis

Processing the information above is a legitimate interest for Everoze in order to proceed with the recruitment process.

Information and documentation to establish your right to live and work in a specific country is processed by us as we are legally obliged to do so.

Your rights

You have the right at any time to request the following in relation to the information about you that we hold: right to access to data, rectification, erasure, restriction on processing, objection to processing and right to data portability.

Please note such requests may not always be possible due to legal obligations we may have to keep such records or under the terms of a contract we have with you.

How long will we keep your personal data?

Your data will be retained for no longer than is necessary in accordance with GDPR guidance

We will retain your data for a maximum of 4 months from the date we receive the application. If we don't employ you, we will erase all your personal details unless we agree otherwise in writing with you. If you are hired, we will keep all information on our files whilst you remain employed by Everoze and up to 6 years after last contact, notwithstanding our obligations to comply with applicable law.

How can I withdraw consent?

If you have provided us with your consent to process your data, you have the right to withdraw this at any time. In order to do so, send an email to contact@everoze.com.

Contact

Please address any questions, comments and requests regarding our data processing practices to contact@everoze.com.

Concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioners Office at <https://ico.org.uk/concerns> or the Commission Nationale de l'Informatique et des Libertés (CNIL) at <https://www.cnil.fr/>.

Changes to the Privacy Policy



This Privacy Policy has been adopted on 25 May 2018 and will be modified as necessary by us at any time.