

Job Applicant Privacy Notice

Data controller: Workflow Services

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration;
- whether you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers. The organisation will seek information from third parties only once a conditional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The

Workflow Services Job Applicant Privacy Notice	Version	1.1	Authorised by (initials)	MW
	Effective Date	15/6/2026	Name (print)	Mark Williamson
	Confidentiality	Internal	Page 1 of 6	

organisation may also need to process data from job applicants to respond to and defend against legal claims.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes as permitted by the Data Protection Act 2018.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you.

The organisation will not transfer your data outside the UK.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 12 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisation will hold your data on file for a further 12 months for consideration 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 personnel 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.

Workflow Services Job Applicant Privacy Notice	Version	1.1	Authorised by (initials)	MW
	Effective Date	15/6/2026	Name (print)	Mark Williamson
	Confidentiality	Internal	Page 2 of 6	

1. Supplier Data

Category of data	Purpose of retention	Retention period
Contact information	To manage supplier relationships, contracts, and communication.	Duration of the supplier relationship + 6 years
Financial information	For processing payments and maintaining financial records	Duration of the supplier relationship + 6 years
Contracts and agreements	To maintain contractual records and ensure accountability	Duration of the contract +6 years
Performance records	To evaluate and document supplier performance	Duration of the supplier relationship + 3 years
Legal compliance records	To comply with statutory obligations and address disputes	6 years after the relationship ends
Driving licence records	To verify legal eligibility to drive and check DVLA record for compliance	Duration of engagement / until driving duty ceases + 6 years

2. Client Data

Category of data	Purpose of retention	Retention period
Contact information	For communication and project management purposes	Duration of the client relationship + 6 years
Financial information	To facilitate project execution and maintain a record of deliverables	Duration of the project + 6 years
Contracts and agreements	To maintain contractual records and ensure accountability.	Duration of the contract + 6 years.
Performance records	To evaluate and document supplier performance.	Duration of the supplier relationship + 3 years.
Legal compliance records	To comply with statutory obligations and address disputes	6 years after the relationship ends.

3. HR Data

Category of Data	Purpose of Retention	Retention Period
Employee contact details	For communication and employment administration	Duration of employment + 6 years.

Employment contracts	To record the terms of employment and for legal compliance	Duration of employment + 6 years.
Payroll and tax information	To meet payroll and HMRC obligations	6 years from the end of the tax year.
Performance and appraisal	To monitor and support employee performance	Duration of employment + 6 years.
Disciplinary records	To manage workplace behaviour and resolve disputes	6 years after the disciplinary process concludes.
Recruitment records	To document hiring decisions and comply with equal opportunities	1 year for unsuccessful candidates; successful candidates' records retained as above.
Right to Work documentation	To comply with legal obligations regarding employee eligibility	Duration of employment + 2 years.
Absence and leave records	To manage leave entitlements and monitor absence trends	Duration of employment + 6 years; health data 7 years.
Driving licence records	To verify legal eligibility to drive and check DVLA record for compliance	Duration of employment / until driving duty ceases + 6 years
Occupational Health records	To comply with legal obligations regarding storage of health records	Duration of employment + 40 years

4. General Data

Category of Data	Purpose of Retention	Retention Period
Email communications	For documentation of communications and agreements.	6 years unless part of a contractual or legal obligation.
Audit logs	For security, compliance, and monitoring purposes.	1 year unless required for ongoing investigations or legal matters.
System access records	For security and system integrity purposes.	6 months to 1 year depending on the system.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

Workflow Services Job Applicant Privacy Notice	Version	1.1	Authorised by (initials)	MW
	Effective Date	15/6/2026	Name (print)	Mark Williamson
	Confidentiality	Internal	Page 4 of 6	

- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Helen Phillips, Head of Business Management, Helen@wfs-ltd.co.uk.

If you believe that the organisation has not complied with your data protection rights, you can complain to us using our complaints form (available on our website or from a member of the HR team) or to the Information Commissioner's Office.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

Monitor and Review

The Directors of the Company will assume responsibility for the monitoring, review and implementation of this privacy notice.

This privacy notice will be reviewed annually or following any significant changes.

This privacy notice has been approved & authorised by:

Name: Mark Williamson

Position: Managing Director

Date: 15/6/26

Signature: 

Workflow Services Job Applicant Privacy Notice	Version	1.1	Authorised by (initials)	MW
	Effective Date	15/6/2026	Name (print)	Mark Williamson
	Confidentiality	Internal	Page 5 of 6	

Workflow Services Job Applicant Privacy Notice	Version	1.1	Authorised by (initials)	MW
	Effective Date	15/6/2026	Name (print)	Mark Williamson
	Confidentiality	Internal	Page 6 of 6	