



## **Recruitment Privacy Statement**

Littlehampton & Rustington Housing Society Ltd will process the personal information you provide as part of your job application in accordance with UK data protection legislation.

Information submitted during the recruitment process will be used solely for the purpose of assessing your suitability for employment, carrying out pre-employment checks where applicable, and meeting our legal and regulatory obligations.

The information we may collect includes application forms, CVs, employment history, qualifications, references, right-to-work documentation and Disclosure and Barring Service (DBS) information where required for the role.

Your personal information will only be accessed by those involved in the recruitment process and will be treated confidentially in accordance with our Data Protection and Confidentiality Policies.

If your application is unsuccessful, your information will be retained in accordance with our data retention procedures and then securely destroyed. If your application is successful, relevant information will form part of your employment record.

For further information about how we collect, use, store and protect personal information, please refer to our GDPR Privacy Notice.

If you have any questions regarding how your personal information is processed, please contact:

Marcin Szczepaniak  
Data Protection Officer  
Littlehampton & Rustington Housing Society Ltd