

# Privacy Statement

TEP is an award-winning multi-disciplinary consultancy providing environmental services to clients in private, public and voluntary sectors. This privacy policy explains how we use any personal information we collect during the recruitment and selection process..

## What information do we collect about you?

We collect information about you when you register interest in a job vacancy. The information is taken from either CV, Application Form or Portfolio that you submit either speculatively, or in relation to a specific vacancy.

## How will we use the information about you?

We collect personal information to aid the recruitment process and to use anonymously for Equal Opportunities monitoring.

Data collected as part of an application is stored electronically and may be re-used as part of a future recruitment process (we may contact you if we have a suitable future vacancy).

Your data will be retained only for as long as is permitted by UK legislation and then destroyed.

By submitting your personal data and application you:

1. Declare that you have read, understood and accepted the statements set out in this Privacy Policy;
2. Confirm that the information provided in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected or to your dismissal if employed by TEP;
3. Are giving your consent to the processing of the information contained in this application and any other personal data you may provide separately.

If you are successful in your application and are offered a position with TEP, once you have accepted the offer your data will be transferred to TEP's internal systems and processed in accordance with TEP's Data Protection Policy.

## Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the address below. We do not envisage the need to charge for this service but if it is felt this is required will let you know the charge in advance with a cost breakdown.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information which is incorrect. In accordance with General Data Protection Regulation (2018) you also have the 'right to be forgotten'. If this is the case, please email or write to us at the address below.

## For how long will we keep your information?

If you are unsuccessful with your application, your data will be held within TEP systems for a period of 12 months before being deleted. By storing this information TEP is able to respond to statutory reporting requests and may contact you regarding future suitable vacancies. Successful application data will held on TEP's internal systems and processed in accordance with TEP's Contract of Employment and Data Protection Policy

## **How to contact us:**

If you have any questions about the information we hold about you, please contact us:

Head of People, Quality and Development

TEP

Genesis Centre

Birchwood Science Park

Warrington

WA3 6ER

Email: [inboxpqd@tep.uk.com](mailto:inboxpqd@tep.uk.com)