

Applicant Privacy Notice for hsj.host

At hsj.host, we respect the privacy of our job applicants and recognize the importance of the personal data you provide in the recruitment process. This Applicant Privacy Notice is intended to inform you about how we handle and protect your personal data in connection with our recruitment processes.

1. Data We Collect

We collect and process the following categories of personal data:

- ☐ Personal details: such as name, address, phone number, email address.
- ☐ Application details: such as resume, cover letter, employment history, educational background, and application form details.
- ☐ Interview and assessment results: notes and evaluations from our recruitment team.

2. Purpose of Data Processing

Your personal data will be used for recruitment purposes, including:

- ☐ Assessing your skills, qualifications, and suitability for the role.
- ☐ Communication with you about the recruitment process.
- ☐ Compliance with legal, regulatory, and internal policy requirements.

3. Data Retention

We retain personal data about applicants for a period of 7 years. If you become an employee, your personal data will be transferred to your employee file and retained in accordance with our Employee Privacy Notice.

4. Data Sharing

Your personal data will be shared internally with relevant team members involved in the recruitment process. We will not share your personal data with third parties unless we have a legitimate legal reason to do so.

5. Your Rights

You have rights under data protection laws in relation to your personal data. These may include the right to request access, rectification, erasure, restriction, transfer, or to object to processing.

6. Security

We are committed to ensuring that your information is secure. We have implemented appropriate technical and organizational measures to protect your personal data against unauthorized access, use, or disclosure.

7. Contact Us

If you have any questions regarding this notice or our data handling practices, please contact us at legal@hsj.host