**GDPR CANDIDATE PRIVACY NOTICE**

**INTRODUCTION**

In accordance with the General Data Protection Regulation (GDPR), we have implemented this Candidate Privacy Notice which applies to candidates for all positions with Euro Latina Finance, whether as employees or interns to be engaged at our Company.

This Notice explains what we do with your personal data from the point at which you apply to work at Euro Latina Finance until after the recruitment process has ended (ie, where you accept a position, or your application is otherwise closed).

It describes how we collect, use and process your personal data and what types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data and your rights regarding your data.

For the purpose of the General Data Protection Regulation (GDPR), the Data Controller is Euro Latina Finance. This means that the Company is responsible for deciding how it holds and uses personal information about you.

This Notice is non-contractual, and we may amend it from time to time.

**DATA PROTECTION PRINCIPLES**

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

* Processing is fair, lawful and transparent
* Data is collected for specific, explicit and legitimate purposes
* Data collected is adequate, relevant and limited to what is necessary for the purposes of processing
* Data is kept accurate and up to date
* Data is not kept for longer than is necessary for its given purpose
* Data is kept securely

**TYPES OF DATA HELD**

We keep your data in recruitment files relating to each vacancy and we also hold the data within our computer systems.

We collect and process some or all of the following types of information from you:

* Information that you provide when you apply for a position. This includes information provided through an online job site, via email, in person at interviews and/or by any other method
* In particular, we process personal details such as name, email address, address, photograph, date of birth, gender, marital status, qualifications, experience, information relating to your employment history, skills and experience that you provide to us
* If you contact us, we may keep a record of that correspondence
* A record of your progress through any hiring process that we may conduct

**DATA COLLECTION METHOD**

We collect personal information about candidates from the following sources:

* You, the candidate
* Recruitment agencies
* Online job sites such as LinkedIn or Sainoo
* Euro Latina Finance’s contacts or former employees
* Your named referees

**DATA COLLECTION PURPOSES**

We will use the personal information we collect about you to:

* Assess your skills, qualifications and suitability for the position
* Communicate with you about the recruitment process
* Keep records related to the Company’s hiring processes and
* Comply with legal or regulatory requirements

**AUTOMATED DECISION MAKING**

You will not be subject to decisions that will have a significant impact on you solely based on automated decision-making.

**DATA SHARING**

Where appropriate and in accordance with local laws and requirements, we may share your personal data with the following:

* The Coaching Assembly who is a service provider administering our recruitment web portal for the purposes of processing your application
* Employees within Euro Latina Finance who have responsibility for recruitment
* Individuals and organizations who hold information related to your reference or application to work with us, such as current or past or prospective employers, recruitment agencies

All our third-party service providers are required to take appropriate security measures to ensure the security of your data.

**DATA PROTECTION**

Euro Latina Finance has put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. In addition, we limit access to your personal information to those employees, contractors and other third parties who have a business need-to-know. They will only process your personal information on Euro Latina Finance’s instructions, and they are subject to a duty of confidentiality.

**DATA RETENTION**

Euro Latina Finance will usually retain your personal data for a period of 5 years once the recruitment exercise ends whether the application is successful or not in case there are further job opportunities. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

We encourage all job applicants to use the link on our website which will direct you to the Coaching Assembly webportal. The application generates an automatic reply which attaches this Candidate Privacy Notice, explaining how and why we use a candidate’s personal data, namely the purposes of the recruitment exercise, and how long it will usually be retained.

**YOUR RIGHTS**

Under certain circumstances you have the following rights:

* **Access**: You may ask us to confirm and provide copies of the information we hold about you at any time, and request us to modify, update or delete such information (commonly known as a “data subject access request”)
* **Erasure:** You have the right to request that we erase your personal data in certain circumstances
* **Restrict processing:** You have the right to request that we suspend the processing of personal information about you (for example if you want us to establish its accuracy or the reason for processing it)
* **Correction:** You also have the right to request that we rectify any inaccurate or incomplete personal data that we process or control
* **Data portability:** You can request the transfer of your personal information to another party
* **Object to processing:** you may object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes
* **Withdraw consent:** In the limited circumstances where you have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact contact@eurolatinafinance.com. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law