



Privacy Notice

Prospective Employees and Recruitment Candidates

1. Who this notice applies to

This notice explains how we use personal data about people who apply for employment or otherwise take part in our recruitment process. For this processing, Corporate Event Services Limited acts as a data controller.

2. Personal data we may use

- Identity and contact details, such as your name, address, telephone number and email address.
- Application information, including your CV, employment history, qualifications, skills and information you choose to provide during recruitment.
- Interview, assessment and correspondence records.
- Information needed to assess your right to work or suitability for a role, where applicable and lawful.
- Information about adjustments or accessibility requirements where you choose to provide it and where needed to support the recruitment process.

3. Why we use your personal data and our lawful bases

We use recruitment information to manage applications, communicate with candidates, assess suitability, arrange interviews and make recruitment decisions. Depending on the activity, our lawful basis may be taking steps at your request before entering into an employment contract, our legitimate interests in recruiting suitable personnel and operating our business, or compliance with a legal obligation. Where special category information is processed, we will identify and document an additional condition required by data protection law.

4. Where personal data comes from

We normally obtain recruitment information directly from you. We may also receive information from recruitment agencies, referees, professional networking sources or other sources you have authorised us to use, where appropriate.

5. Sharing your personal data

We may share relevant information with colleagues involved in recruitment and with service providers or professional advisers supporting the recruitment process. We only share information where there is a valid purpose and appropriate confidentiality and data protection arrangements are in place.

6. International transfers

If a recruitment service provider processes personal data outside the UK, we will use an applicable UK transfer mechanism or rely on another lawful basis for the transfer, as required. The specific mechanism will depend on the provider and destination in use at the time.



7. Retention

Our existing recruitment notice states that recruitment personal data is retained for two years following completion of the recruitment process. We will apply that period unless a different period is required for a particular record by law or an approved retention schedule.

8. Automated decision-making

We do not assume automated recruitment decisions are used. If we introduce solely automated decision-making that produces legal or similarly significant effects, we will provide the information and safeguards required by applicable data protection law before using it.

Your data protection rights

Depending on the circumstances, UK data protection law gives you rights including access to your personal data, correction of inaccurate data, erasure, restriction of processing, objection to processing, and data portability. Where we rely on consent, you may withdraw it at any time without affecting processing already carried out lawfully. Some rights are subject to legal conditions and exemptions.

Questions and complaints

If you have a question about this notice, want to exercise a right, or wish to make a data protection complaint, please contact Corporate Event Services Limited at info@corporate-events.co.uk or Unit 1 Marshall Road, Hillmead, Swindon, Wiltshire, SN5 5FZ. We will handle data protection complaints through our internal complaints process. If you are dissatisfied with our response, you may raise your concern with the Information Commissioner's Office (ICO).

Changes to this notice

We keep this notice under review and will update it when our processing activities, service providers or applicable data protection requirements materially change.

About us

Corporate Event Services Limited is incorporated and registered in England and Wales under company number 3512839. Registered office: Unit 1 Marshall Road, Hillmead, Swindon, Wiltshire, SN5 5FZ. Contact: info@corporate-events.co.uk.