

1.1 This Privacy Notice provides information required under data protection laws. It is for candidates to be informed of how we use your personal data. When we refer to 'personal information', 'information' or 'data' this has the same meaning as 'personal data' as defined under data protection laws.

2. Who we are

2.1 UK Car Park Management Ltd ('UK CPM') manages parking on behalf of private land owners. When processing your personal data, we are defined as the 'controller' under the data protection laws.

3. Your data protection rights

3.1 You have the right to contact us and request access to your information, have it rectified or erased, restrict the processing of your data or to object its processing, as well as the right to data portability.

3.2 If you have an issue regarding the processing of your data, then we hope that we can address any concerns you may have. However, you also have the right to lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk

4. Legitimate interests

4.1 Where we process your personal information for legitimate interests this means that we assessed that we have a legitimate interest in the processing for the stated purpose, that the processing is necessary for this purpose and we have not infringed upon your interests, rights or freedoms.

5. Your right to withdraw consent

5.1 Where we approached you for consent to process your data, you can withdraw that consent at any time. This does not apply to how we process your personal data when applying for a role with us.

6. Why we process your data

6.1 In summary, we process personal data for the following purposes:

- To assess your suitability as a candidate
- To invite you for interview
- To assess your suitability for the role
- To make and offer of employment

7. Obligations to provide us with certain information

7.1 You are under no contractual or statutory obligation to provide us with personal data. If you do not provide the information required for us to undertake the candidate screening process, then we will be unable to consider you for the vacancy.

8. Automatic decision-making and online profiling

8.1 We do not carry out automated processing of your personal data.

9. Information sources

Data type	Source
Your CV, name and contact details	Indeed, Total Jobs

Your CV, name and contact details	Recruitment businesses
-----------------------------------	------------------------

10. How we use personal data

Purpose	Data processed	Use of data	Lawful basis for processing	Data sharing	Retention period
To assess your suitability as a candidate	Your CV, name and contact details	Compare your work experience with the vacancy	Legitimate interests	Stored within office productivity software	6 months
To invite you for interview	Your name and contact details	Make contact	Legitimate interests	Stored within office productivity software	6 months
To assess your suitability for the role	Your CV	Compare your work experience with the vacancy	Legitimate interests	Stored within office productivity software	6 months
To make and offer of employment	Your name and contact details	Communicate an employment offer	Legitimate interests	Stored within office productivity software	Successful job applicants' documents will be transferred to the employee file in any event.

11. Transferring personal data overseas

11.1 For us to perform the normal functions of our company and in providing you with goods and services, your information will not be transferred overseas.

12. Your rights

Right	Detail
Marketing – You have a right to object to direct marketing.	You have a right to object to processing of your personal information for direct marketing purposes. However, we will not undertake direct marketing to you.
Access – You have a right to request a copy of the personal information we hold about you.	You have the right to request access a copy of your personal data. If we believe that your request is manifestly excessive, we then may refuse your request.
Rectification – You have a right to rectification of inaccurate personal information and to update incomplete personal information.	If you believe that any of the information that we hold about you is inaccurate, you have a right to request that we restrict the processing of that information and to rectify the inaccurate personal information.
Erasure – You have a right to request that we delete your personal information.	You may request that we delete your personal information if you believe that: <ul style="list-style-type: none"> we no longer need to process your information for the purposes for which it was provided;

	<ul style="list-style-type: none"> • we have requested your permission to process your personal information and you wish to withdraw your consent; • we are not using your information in a lawful manner; or • you have objected to your data being processed.
<p>Restriction – You have a right to request us to restrict the processing of your personal information.</p>	<p>You may request us to restrict processing your personal information if you believe that:</p> <ul style="list-style-type: none"> • any of the information that we hold about you is inaccurate; • we no longer need to process your information for the purposes for which it was provided, but you require the information to establish, exercise or defend legal claims; or • we are not using your information in a lawful manner.
<p>Objection – You have a right to object to the processing of your personal information.</p>	<p>You have a right to object to us processing your personal information, including the profiling of your information (and to request us to restrict processing). We may override this request where:</p> <ul style="list-style-type: none"> • we determine that there is a compelling and legitimate grounds for the processing; • we need to process your information to investigate and protect us or others from legal claims.
<p>Portability – You have a right to data portability.</p>	<p>You may request us to transfer to a third-party your data in a machine-readable format where the:</p> <ul style="list-style-type: none"> • personal information was provided on the basis of consent; • processing is by automated means; and • processing is based on the fulfilment of a contractual obligation.
<p>Withdraw consent – You have a right to withdraw your consent.</p>	<p>Where we rely on your consent to process your personal information for a particular purpose, you have a right to withdraw your consent at any time for that purpose. We do not seek consent during the hiring process.</p>
<p>Exercising your rights – You can use the following details to make your request</p>	<p>HR Department UK Car Park Management Ltd PO Box 3114 Lancing BN15 5BR</p> <p>hr@uk-cpm.com</p> <p>0345 463 5050</p>
<p>Lodge complaints – You have a right to lodge a complaint with the regulator.</p>	<p>If you have an issue concerning the processing of your information, then please contact our Data Protection Officer using dpo@uk-cpm.com</p> <p>We hope that we can address any concerns you may have, but you also have the right to lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk</p>