

# Privacy Notice for Potential Recruits



## 1. Privacy Notice for Potential Recruits

- 1.1. Please read this privacy notice carefully as it sets out how Planning Potential Ltd ('the Company') use your personal information when you apply for a job with us. If you have any questions about this privacy notice or do not agree with it, please contact us at [recruitment@planningpotential.co.uk](mailto:recruitment@planningpotential.co.uk) or write to us at 148 Tooley Street, London, SE1 2TU. To find out how the Company uses your personal data more generally, please see our website privacy notice.
- 1.2. When you apply for a job You can look at our recruitment section of our website and search for jobs without giving us any personal information about yourself, although please note that we do use cookies on our website that gather certain data (e.g. what pages were viewed) when you browse our website (see our cookies policy for further information). In completing our job application form or submitting your CV to us, you will need to give us personal information about yourself.
- 1.3. This information may include the following:
  - 1.3.1. name;
  - 1.3.2. address (including post code);
  - 1.3.3. telephone number;
  - 1.3.4. email address;
  - 1.3.5. employment history;
  - 1.3.6. qualifications; and
  - 1.3.7. diversity information to monitor equal opportunities within our business (providing this information is not mandatory, but if you choose to provide it to us we will anonymise it).

## 2. Uses of personal data

- 2.1. We will use your personal data for the following purposes only:
  - 2.1.1. to assess your suitability for employment by us and in any subsequent interviewing process.
- 2.2. Copies of the information you submit and any further correspondence will be retained in order to progress your job application and as a record of our employment and fair access processes.
- 2.3. We may use email or telephone to contact you to discuss your application and if you are successful in your application, we may request from you two references and their contact information (including name, address and contact number). We will contact your referees to obtain references about you, but we will only do this with your prior permission.

### Planning Potential Ltd

#### London

Magdalen House  
148 Tooley Street  
London SE1 2TU  
T: 020 7357 8000

#### Harrogate

14-15 Regent Parade  
Harrogate HG1 5AW  
T: 01423 502115

#### Bristol

13-14 Orchard Street  
Bristol BS1 5EH  
T: 0117 214 1820

#### Report Author: Ella Fay

[Ella.fay@planningpotential.co.uk](mailto:Ella.fay@planningpotential.co.uk)

#### Report Reviewer: Dan Templeton

[Dan.templeton@planningpotential.co.uk](mailto:Dan.templeton@planningpotential.co.uk)

#### Report Reviewer: Claire Temple

[Claire.temple@planningpotential.co.uk](mailto:Claire.temple@planningpotential.co.uk)

2.4. We have put in place protections to ensure that your information is safeguarded.

### 3. Retention of data

- 3.1. We take all reasonable steps to retain personal information only for as long as we need to process your job application.
- 3.2. We may however retain your details after a decision has been reached regarding your suitability for current jobs in case alternative vacancies may become available in the future, but we will only do so for a maximum of 2 years, unless you have asked for your profile to be deleted from our systems.
- 3.3. If you no longer wish us to store your personal information, you can contact us at [recruitment@planningpotential.co.uk](mailto:recruitment@planningpotential.co.uk).
- 3.4. If you believe that any of the information held by us about you is incorrect, or you would like a copy of the personal information that we hold about you, please contact us at [recruitment@planningpotential.co.uk](mailto:recruitment@planningpotential.co.uk) or write to us at 148 Tooley Street, London, SE1 2TU.
- 3.5. If you wish to withdraw an application for a specific role, please email [recruitment@planningpotential.co.uk](mailto:recruitment@planningpotential.co.uk).
- 3.6. Contact us at [recruitment@planningpotential.co.uk](mailto:recruitment@planningpotential.co.uk) and we will delete your personal data from our systems unless we are required to continue to hold some details about you after your relationship with us has ended, for example for legal and regulatory purposes.

### 4. Security

- 4.1. We are committed to ensuring that any personal information that you provide to us when applying for a job is kept secure and any details you give us will remain confidential.