

Recruitment Privacy Notice

PEMBROKE CASTLE TRUST

Applies to applications for paid employment and voluntary Trustee appointments.

1. Who we are

Pembroke Castle Trust is responsible for deciding how personal information submitted during its recruitment processes is used. For questions about this notice or your recruitment information, please contact jon@pembrokecastle.co.uk or write to Pembroke Castle Trust, Richmond House, 7 Castle terrace, Pembroke, Pembrokeshire, SA71 4LA.

2. Information we collect

We may collect your name and contact details; application form answers; CV or professional profile; employment, education and qualification history; relevant skills and experience; correspondence; interview notes and assessment scores; references and eligibility information where appropriate; and information you voluntarily provide when requesting adjustments to the recruitment process. We ask candidates not to include unnecessary sensitive personal information in their applications.

3. Why we use your information

We use applicant information to acknowledge applications, assess suitability against the published role requirements, arrange interviews, communicate recruitment decisions, verify information where appropriate, make appointments and maintain appropriate records of a fair recruitment process. We do not use applications for unrelated marketing.

4. Lawful basis for processing

For paid vacancies, processing information to consider an application and take steps before entering into an employment contract may rely on UK GDPR Article 6(1)(b). For the administration and assessment of paid and Trustee recruitment, we may also rely on our legitimate interests in recruiting suitable people and maintaining a fair, accountable process (Article 6(1)(f)), where applicable. Where a specific legal obligation applies, such as checking right to work for paid employment, we rely on Article 6(1)(c).

5. How applications are received and shared

Applications are received by email or post. Trustee and Catering Manager applications are received by the Castle Manager; Finance Assistant applications by the Finance Manager; and Office Administrator & Group Bookings Coordinator applications by the general enquiries desk. Applications are then collated in a recruitment folder for the relevant vacancy. Only staff, Trustees or other authorised people who need the information to administer or assess that recruitment exercise should have access. Applications are not routinely shared outside the Trust, although service providers supporting email or file storage may process data on our behalf.

6. How long we keep information

For unsuccessful candidates, we retain application information for six months after the relevant recruitment process has concluded, then securely delete or destroy it, unless a legal obligation or an ongoing dispute requires longer retention. This includes copies held in relevant recruitment folders, email accounts and downloaded files. For successful candidates, relevant information may be transferred to their employment or Trustee administration records and retained under the applicable records retention arrangements; unnecessary recruitment copies will be deleted.

7. Security and international transfers

We take reasonable steps to restrict access to recruitment information, keep it securely stored and dispose of it securely. Email and cloud-storage providers may process information outside the UK. Where that happens, we will ensure an appropriate lawful transfer mechanism and safeguards are in place.

8. Your data protection rights

Subject to applicable legal conditions and exemptions, you may have rights to access your personal information, correct inaccuracies, request erasure or restriction, object to processing based on legitimate interests, and receive certain information in a portable form. You can raise a concern with us using the contact details above. You also have the right to complain to the Information Commissioner's Office (ICO) at ico.org.uk.

9. Providing information and recruitment decisions

We need enough information to consider your application fairly; if essential information is not provided, we may be unable to assess your suitability. Recruitment decisions are made by people involved in the selection process, not solely by automated decision-making. We may ask for additional information at later stages, such as references or eligibility evidence, and explain this when relevant.

10. Changes to this notice

We may update this notice if our recruitment practices or legal requirements change. The version made available when you apply should explain the processing relevant to your application.

Pembroke Castle Trust, Richmond House, 7 Castle Terrace, Pembroke, Pembrokeshire, SA71 4LA.