GTA TALENT

Candidate Privacy Notice

How we collect, use, share and protect your personal information

AT A GLANCE

GTA Talent uses your information to provide permanent recruitment services. We will tell you which employer and vacancy we propose to represent you for before sending identifiable information to that employer. We do not sell candidate information and we do not charge candidates for work-finding services.

1. Who we are

North London Garages GTA is the organisation responsible for your personal information (the data controller). GTA Talent is its permanent recruitment service.

- Registered address: Redburn Industrial Estate, 39 Woodall Road, Ponders End, Enfield EN3 4LQ
- Company number: 05586971
- Recruitment enquiries: Hello@GTATalent.co.uk | 020 8805 6967
- Data protection enquiries: DPO@nlggta.co.uk

2. Who this notice applies to

This notice applies to people who register with GTA Talent, apply for a vacancy, are identified as a potential candidate, are referred to us, or communicate with us about permanent employment opportunities.

3. Information we may collect

- Identity and contact details, including your name, address, postcode, telephone number, email address and, where required for recruitment records, date of birth.
- Your CV, employment history, education, qualifications, professional registrations, technical skills and training.
- Job preferences, preferred locations, availability, notice period, current and expected pay, and interview availability.
- Driving licence status, vehicle access, licence restrictions or points where relevant to the work sought.
- Right-to-work status and, where appropriate, evidence or confirmation required for a role.
- Application notes, screening answers, interview notes, communications, employer feedback, offers and placement information.
- Referee details and references where requested and appropriate.
- Limited health or disability information where you ask for reasonable adjustments or where it is necessary and lawful for a particular role.
- Criminal conviction or other vetting information only where it is relevant, necessary and lawful for the role.

4. How we obtain information

We normally obtain information directly from you through registration forms, your CV, applications, calls, emails, interviews and other communications. We may also receive information from:

- job boards, professional networking sites and publicly available professional profiles;
- a person or organisation that refers you to us;
- previous employers, referees, qualification bodies or vetting providers where appropriate; and

- prospective employers during and after a recruitment process.

If we obtain your information from another source, we will provide this privacy information within the period required by law and normally when we first contact you.

5. Why we use your information

- To register you and understand your experience, preferences and suitability.
- To identify and discuss potentially suitable vacancies with you.
- To represent you, submit agreed applications, arrange interviews and support offers and placements.
- To communicate with you and prospective employers and maintain a record of recruitment activity.
- To verify information where necessary and proportionate, prevent fraud and protect candidates, employers and GTA Talent.
- To meet legal, regulatory, contractual, accounting and record-keeping obligations and respond to complaints or legal claims.
- To improve and manage our recruitment service through proportionate internal reporting and quality assurance.

6. Our lawful reasons for using information

Depending on the activity, we rely on one or more of the following lawful bases:

- Legitimate interests: operating an effective recruitment service, assessing suitability, communicating about relevant opportunities, protecting our business and keeping appropriate records. We balance these interests against your rights.
- Contract or steps at your request: providing the representation and work-finding services you ask us to perform where this legal basis applies.
- Legal obligation: using or retaining information where necessary to comply with recruitment, employment, tax, equality, data-protection or other legal requirements.
- Consent: only for particular optional activities where consent is appropriate. You may withdraw that consent at any time, although this does not affect earlier lawful processing.

Where we need to use sensitive information, such as health or disability information, we will also identify an additional condition permitted by data-protection law. We will collect only what is necessary for the relevant purpose.

7. Sharing your information

We may share relevant information with:

- prospective employers and their authorised recruitment decision-makers;
- referees, qualification bodies, screening or vetting providers where checks are appropriate;
- providers supporting our recruitment database, email, document storage, IT, communications and administration;
- professional advisers, insurers, auditors and debt-recovery providers where necessary; and
- regulators, courts, law-enforcement bodies or public authorities where required or permitted by law.

Before sending your identifiable CV or candidate profile to a prospective employer, we will tell you the identity of the employer and the vacancy and obtain your agreement to be represented. If we have not yet identified the employer to you, we will use anonymised information where appropriate. We disclose only information relevant to the recruitment decision at that stage.

8. International transfers

Some service providers may process information outside the United Kingdom. Where this occurs, we will use an approved transfer mechanism or another lawful safeguard and take reasonable steps to protect the information.

9. How long we keep information

We keep information only for as long as reasonably necessary for recruitment, legal and business purposes. Our normal approach is:

- Recruitment records for a specific unsuccessful application: normally up to six months after the process ends, unless a longer period is needed for a complaint, legal claim or statutory record.
- Your GTA Talent candidate profile: normally up to 24 months from our last meaningful contact, so we can consider you for relevant future opportunities. We may contact you to confirm that your details remain accurate and that you wish to remain registered.
- Placement, contractual, invoicing and dispute records: normally up to six years where required for legal, tax, contractual or claims purposes.
- Records that employment-agency law requires us to retain: for at least the applicable statutory minimum period.

We may retain information for longer where required by law, a regulator, legal proceedings or an active complaint. When information is no longer required, we will securely delete or anonymise it.

10. Keeping information accurate and secure

We use proportionate technical and organisational measures to protect candidate information against loss, misuse, unauthorised access, alteration or disclosure. Access is limited to people who need the information for authorised purposes. Details you send through our website forms are kept in GTA Talent's secure staff system. If you tick the box to receive our emails, we also add your name, email address and company to the service we use to send them; you can unsubscribe at any time using the link in every email. We count visits to this website without cookies, using Vercel Web Analytics. Please tell us if your CV, contact details, availability, licence or other information changes.

11. Automated decisions

GTA Talent does not make decisions that have a legal or similarly significant effect on you solely through automated processing. Recruitment decisions involve human review. If this changes, we will provide the additional information and safeguards required by law.

12. Your rights

Depending on the circumstances, you may have the right to:

- ask for access to your personal information;
- ask us to correct inaccurate or incomplete information;
- ask us to erase information where there is no lawful reason to retain it;
- ask us to restrict how information is used;
- object to processing based on legitimate interests;
- receive certain information in a portable format;
- withdraw consent where we rely on consent; and
- raise a concern or complain to the Information Commissioner's Office.

These rights are not absolute and may depend on the lawful basis and circumstances. We may need to confirm your identity before acting on a request.

13. Contacting us and making a complaint

For questions, corrections, objections, deletion requests or other data-protection requests, contact the Data Protection Officer at DPO@nlggta.co.uk or write to the registered address above.

Questions, comments and requests, including if you wish to be removed from our database, or general enquiries regarding this Privacy Notice are welcomed and should be addressed to the Data Protection Officer at DPO@nlggta.co.uk.

You may also complain to the Information Commissioner's Office (ICO). Details are available at ico.org.uk/make-a-complaint. We would appreciate the opportunity to address your concern first, but you do not have to contact us before approaching the ICO.

14. Changes to this notice

We may update this notice to reflect changes to our services, practices or the law. The current version will be made available through GTA Talent or the North London Garages GTA website.

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