



This privacy notice explains: how Ltd collects, uses and shares your personal data; your rights in relation to the personal data we hold; how we protect your privacy.

Highlands Group homes is the controller of your personal data and complies with the requirements of the General Data Protection Regulation (GDPR) and related UK data protection legislation.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- 1. Used lawfully, fairly and in a transparent way.**
- 2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.**
- 3. Relevant to the purposes we have told you about and limited only to those purposes.**
- 4. Accurate and kept up to date.**
- 5. Kept only as long as necessary for the purposes we have told you about.**
- 6. Kept securely.**

Highlands Group will retain all interview notes, application forms and correspondence on an unsuccessful applicant for a period of 6 months, after which time all the notes and documentation will be destroyed). The 6-month retention period will allow the company to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal. Highlands Group will retain application forms, interview notes and correspondence on a successful applicant for a period of 6 years after the termination of their employment. After this time, all documentation relating to this staff member will be destroyed.

For employees and information on how records on children are retained, please see internal policies.