

Privacy Notice

Katapult Ltd - Recruitment

Our commitment to your privacy

We're serious about protecting your personal data. This note explains:

- From where we secured your personal data;
- The personal data that we collect;
- Your personal data rights;
- Your right to object to our processing your personal data and withdrawing consent;
- How and when we use that personal data;
- Whether we share your personal data with anyone else;
- For how long will we keep your personal data;
- Changes to our privacy policy.

If you have any questions or queries about this notice please email data@katapult.co.uk

Personal data that we collect

The personal data that we collect may include the following:

- Contact information (e.g. name, postal address, telephone number and email address)
- Academic and vocational qualifications, skills and competencies
- CV/Portfolio/Examples of work that support your job application
- Details of your employment history
- Remuneration and benefits package
- Your responses to job-specific questions
- Any other information you voluntarily provide to Katapult

We collect personal data from you directly.

We always ensure that we have a lawful basis for processing the personal data that we collect. In this case the lawful basis for processing is to support our legitimate business interests of recruiting for a vacant position.

Your rights in respect of your personal data

You have the right to request access to your personal data, amendments to it and for it to be deleted.

You can ask us for a copy of the personal data that we hold on you by writing to data@katapult.co.uk. We'll ask you for copies of two types of approved identity in order to process your request (such as a passport and driving licence). We will provide the information free of charge and within one month, except

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in the event that the request is unfounded, excessive or repetitive, in which case we reserve the right to charge a proportionate administration fee or refuse the request.

You can also ask us to make corrections to data you consider to be inaccurate by writing to data@katapult.co.uk.

How and when we use your personal data

We're committed to using your personal data responsibly and lawfully. Here's what we do with your personal data:

- We will review job applications to determine which applicants will be invited to come for an interview
- We will review speculative applications for consideration of future opportunities
- We will inform you about, and consider you for, future job opportunities that may be of interest to you
- We will contact you for further information or to progress your application, where necessary
- We will determine preliminary remuneration and benefits package to be discussed with you subject to selection for the position

If your job application is successful, the information you provide during the application process will form part of your employee record and will be used to administer your employment at Katapult Ltd.

Your personal data may be stored both within and outside of the EEA. In all circumstances, the IT systems employed meet the adequacy and security requirements of the European Parliament and Council of the European Union Data Protection Directive

To help us to maintain the accuracy of the personal data that we hold please let us know if we hold out of date or inaccurate information about you.

Sharing your personal data

The data controller collecting your personal data for the purpose of this policy is Katapult Ltd. We use accepted standards of technology and security to protect your personal data.

For how long will we keep your personal data

We will only retain your information for as long as it is necessary for the purpose or purposes for which we have collected it. Interview notes will be kept for six months if unsuccessful. Job specific & speculative applications may be kept for up to 1 year. We will contact you if we would like to hold your details for longer. Please note that we may delete personal information about you at any time, for any reason and without notice.

If you would like us to delete your data and we don't have a lawful reason to retain it you can make a deletion request by writing to data@katapult.co.uk

Changes to our privacy policy

Katapult Ltd may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 8th May 2018.