

**Clear Line**

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The logo for Clear Line, featuring the words "CLEAR LINE" in a bold, white, sans-serif font on a red rectangular background.

## PRIVACY NOTICE (Prospective Employees)

At Clear Line Maintenance Ltd we are committed to protecting your privacy. This policy applies when we are acting as a controller of personal data, i.e. where we have determined the purposes and means of the processing of that personal data. It applies to all prospective employees.

We will process your personal data for recruitment purposes. The legal basis for this processing is that it is necessary to achieve our legitimate interest, namely the recruiting of personnel to ensure the continued provision of our services.

We will store your personal data relating to recruitment for two years following the completion of the recruitment process.

We will share your personal data with third parties, such as recruitment advisors, only to the extent that the disclosure is reasonably necessary for the recruitment process.

We do not operate outside the EEA at all so there is no requirement for us to pass your personal data on to anyone else.

As you are providing us with your personal data, it is important to us that you are aware of the following rights that you have in relation to our processing of that personal data.

- You can withdraw your consent to our processing of your personal data at any time.
- You can be provided with a copy of any personal data concerning you that we process, unless that would affect the rights and freedoms of others. You can also be provided with information on how that personal data is processed by us.
- You can have us rectify any personal data of yours that we hold that is inaccurate or incomplete. In certain circumstances, you can also ask us to erase or restrict the use of any of your personal data that we process.

You can exercise any of the rights listed above by contacting us using the details at the bottom of this notice. If you are unhappy with any aspect of how we processed your personal data or your request to exercise a right, you can lodge a complaint with the Information Commissioner's Office.

Clear Line Maintenance Ltd is incorporated and registered in England and Wales with company number 3867792 and whose registered office is at Rawson Spring Way, Sheffield, S6 1PG.

We are contactable by email at [enquiries@clear-line.co.uk](mailto:enquiries@clear-line.co.uk)