



Privacy Notice

Audience: Recruitment Talent Pool

Introduction

The White Horse Federation (TWHF) is committed to protecting your personal data and respecting your privacy. We process your personal data in line with our responsibilities under the United Kingdom General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 (DPA 2018).

This notice explains how we collect, use, and store your personal information when you join our recruitment talent pool.

Who We Are

The White Horse Federation is the data controller responsible for your personal data. If you have any questions about this notice or your data, you can contact us at: Email: recruitment@twhf.org.uk

Our Data Protection Officer is Lyn Rouse, who you can contact at: Email: dpo@twhf.org.uk

What Information We Collect

When you opt-in to join our talent pool, we may collect and process the following personal data directly from you:

- Personal details e.g. name, home address, phone number, and email address
- Skills, experience, and career preferences
- Any correspondence you send to us

We do not require you to provide special category data (e.g. health or ethnicity), but if you choose to provide it, we will handle it with additional safeguards. Where you provide special category data, we rely on your explicit consent to process this information.

How We Use Your Information

We use your personal data to:

- Maintain a pool of candidates for future opportunities
- Match your skills and experience to suitable roles
- Contact you about relevant vacancies

- Improve our recruitment processes, such as analysing recruitment trends and improving job matching
- Meet our legal and regulatory obligations

Lawful Basis for Processing

We consider the lawful bases for processing to be:

- Consent – which you provide when you opt into our talent pool;
- Legal obligation – where required to comply with the law and legislation; and
- Legitimate interests – requesting feedback about your recruitment experience and our processes

We do not use automated decision-making or profiling in relation to your personal data. You can withdraw your consent at any time (see Section 9). When you withdraw your consent, we will stop processing your data for the talent pool. You may also object to processing carried out under legitimate interests.

How We Store and Protect Your Data

Your information is stored securely using appropriate technical and organisational measures to prevent unauthorised access, loss, or misuse; in systems and locations appropriate to the type of information and its sensitivity. This includes both physical and digital storage solutions, which are protected by access controls and security protocols. Only authorised HR and recruitment staff will have access to your data.

How Long We Keep Your Data

We will retain your data in the talent pool from the date of your consent. We hold this information for 12 months from your last interaction, after which your information will be securely deleted.

You can request for us to delete your information at any time. If you withdraw your consent, we will securely delete your personal data without undue delay, unless we are required to retain it for legal or regulatory reasons.

Sharing Your Information

We will only share your personal data where there is a lawful basis for doing so. We may share your data with:

- Internal hiring managers within TWHF
- Recruitment system providers (acting as data processors)

We do not sell your personal data to third parties, nor do we routinely transfer your personal data outside of the UK. Where this occurs, we ensure appropriate safeguards are in place. We may use third-party applicant tracking systems to manage candidate data.

Your Rights

Under data protection law, you have the right to:

- Access your personal data
- Request that inaccurate personal data is corrected
- Request deletion of your personal data
- Restrict or object to the processing of your personal data
- Withdraw your consent at any time
- Lodge a complaint with the Information Commissioner's Office (ICO)

To exercise any of your rights, you can contact the DPO and the GDPR & Compliance team at dpo@twhf.org.uk

How to Withdraw or Update Your Details

If you wish to leave the talent pool, update your information, or withdraw consent, please contact: recruitment@twhf.org.uk or dpo@twhf.org.uk

Changes to This Notice

We may update this notice from time to time. The latest version will always be available on our website or upon request.