

<b>SECTION</b>	HR
<b>POLICY</b>	Recruitment Privacy Policy
<b>DATE OF CREATION</b>	April 2024
<b>VERSION</b>	1
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<b>DATE OF REVIEW</b>	July 1, 2025

## 1. Introduction

Club Doncaster are committed to protecting the privacy and confidentiality of the personal information of our prospective Employees and job applicants. This privacy policy outlines how we collect, use, disclose, and protect your personal information during the recruitment process.

## 2. Collection of Personal Information

We collect personal information directly from you when you apply for a position at Club Doncaster. This may include your name, contact information, CV, cover letter, employment history, educational background, professional qualifications, and any other information you provide to us during the recruitment process.

## 3. Use of Personal Information

We use the personal information collected from job applicants for the following purposes:

- To assess your qualifications, skills, and suitability for employment with Club Doncaster.
- To communicate with you regarding your application status.
- To conduct interviews and assessments as part of the recruitment process.
- To verify your identity and eligibility to work.
- To comply with legal and regulatory requirements.

## 4. Disclosure of Personal Information

We may disclose your personal information to third parties in the following circumstances:

- To our Employees, contractors, and agents who need access to your personal information to assist with the recruitment process.
- To third-party service providers who assist us with recruitment of activities, such as background checks or applicant tracking systems.
- To regulatory authorities or law enforcement agencies as required by law or in response to legal process.
- In connection with a merger, acquisition, or sale of assets, where personal information may be transferred as part of the transaction.

## **5. Data Security**

We take measures to protect the personal information we collect during the recruitment process from unauthorised access, disclosure, alteration, or destruction. These measures include encryption, access controls, and regular security assessments.

## **6. Retention of Personal Information**

We retain your personal information for as long as necessary to fulfil the purposes outlined in this Privacy Policy, unless a longer retention period is required or permitted by law.

## **7. Access and Correction**

You have the right to access and correct the personal information we hold about you. If you would like to request access to or correction of your personal information, please contact us using the contact details provided at the end of this privacy policy.

## **8. Changes to this privacy policy**

This policy will go through annual reviews to reflect changes in our privacy practices or legal requirements. It can also be updated throughout the year where required.

## **9. Contact Us**

If you have any questions or concerns about this privacy policy or our privacy practices, please contact us at [hr@clubdoncaster.co.uk](mailto:hr@clubdoncaster.co.uk).

By submitting your application to Club Doncaster, you consent to the collection, use, and disclosure of your personal information as described in this privacy policy.

Club Doncaster  
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01302 764 664

<b>Signed by CEO:</b>	<b>Date:</b>
<b>Signed by Head of HR:</b>	<b>Date:</b>