

**Quest Vocational Training Ltd**

Ground Floor West, Pear Tree Business Centre, Cobham Road, Ferndown, Dorset BH21 7PT

Phone: 01202 237378

Registered Office: Head Office, Mary Street House, Mary Street, Taunton, Somerset TA1 3NW No: 8229142. Vat No: 153904217. Data Protection Registration Number: Z3566124.

## Privacy Notice – Careers at Quest

Looking after your personal information and making sure you can exercise your privacy rights is a priority for Quest. This notice sets out how we would use and manage your personal data when you apply for a job with us.

### Who we are

Your personal information will be held by Quest Vocational Training Ltd ('Quest'). More information about Quest can be found at:

<http://www.quest-vocational-training.co.uk/>

### What we use your personal information for

When we use your personal information, the law says we have to be able to show that we have a lawful ground for doing so. Lawful grounds can include:

- when we have a legal obligation
- when it is necessary to carry out a contract with you or to take steps to enter into a contract with you
- when it is in our legitimate interest
- When we obtain your explicit consent.

When we process personal information on the basis that it is in our legitimate interests to do so we will have undertaken an assessment to ensure our processing is transparent, proportionate and does not unfairly prejudice your interests.

### How we process your personal information

Quest uses only Personal information (including sensitive information) needed, for the purpose of processing your application for employment, to verify whether you have the professional skills and experience for the concerned job and to make any verification required by law. We will use the information at a face to face interview and to undertake vetting activity including, but not limited to criminal record checks (for some roles), address verification, academic qualifications, employer and personal references.

**The lawful ground:** *Necessary for contract*

### Who we will share your information with

When we use your personal information in the ways detailed above we will not need to share it with other organisations or individuals during the application stage and interview stage of applying to work for us. If successful, we will need to share it with organisations and individuals for the purpose of obtaining references.

### How long we will keep your personal information

If you are unsuccessful in your application or you submitted a speculative application, Quest may retain your information in our talent pool for a period of 6 months. If you object to your data being held in our talent pool, please advise us in writing by sending an email to [HR@questvt.co.uk](mailto:HR@questvt.co.uk).

### How you can get a copy of your personal information

You have the right of access to your personal information. You can exercise this right by contacting us (see the 'how you can contact us' section below).

### Complaints?

If you are unhappy with how we have used your personal information, please let us know by contacting us (see the 'how you can contact us' section below). You also have a legal right to complain to the Information Commissioner's Office and can find out more about how you can do this on their website at: <https://ico.org.uk/>

### How you can contact us

If you have any questions, or require more information about how we use your personal information, please contact us at the following address:

Director of Funding & Compliance

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Phone: 01202 237378

Email: [dataprotection@questvt.co.uk](mailto:dataprotection@questvt.co.uk)