



Chell Instruments Ltd,
Folgate House, Folgate Road,
North Walsham, Norfolk, NR28 0AJ,
England

Tel: 01692 500555 Fax: 01692 500088
International code: + 44 1692

Chell Instruments Ltd
Privacy Notice – For employees and job applicants
ICO Reference Number: ZA370675

Chell Instruments takes your privacy very seriously. This Privacy Notice sets out how Chell collects and uses your personal data, and informs you of your rights.

Our personal information handling policy and procedures have been developed in line with the requirements of the Data Protection Act 1998 and the General Data Protection Regulation (with effect from 25th May 2018) and applicable national law.

The personal data we collect and process includes:

- Your name, home address, email address and phone numbers;
- Your date of birth, marital status, nationality and National Insurance number;
- Your educational and employment history;
- Other information contained within your CV and any other documents or information you submit to us;
- References and assessments relating to your work for previous employers;
- Medical and financial information (where you provide this to us);
- Information to confirm your identity and right to work, or right to drive, such as a copy of your passport or driving licence;
- Information relating to your annual staff appraisal

This information has been provided directly by you, as well as third parties such as recruitment agencies or former employers.

We process the personal data listed above for the following purposes only in accordance with our legitimate interests:

- To enable us to comply with our legal and regulatory obligations;
- To make recruitment decisions; and
- To establish, exercise or defend our legal rights

We may share your personal data for the purpose of our legitimate interests, for example with our auditors and professional advisers, or if mandated by law, say with government agencies.

We will retain the personal information for as long as it is necessary to fulfil the purpose and to meet any legal requirements. We will keep the personal data from any job application for a period of up to 6 months from their receipt. All of our data is stored within the UK, in both electronic and paper formats.

You have the right to ask us to provide a copy of any personal data we hold about you. If you request a copy of your personal data, we will provide this within 30 days. If any information we hold about you is inaccurate you can notify us and ask us to correct it.

If you have any concerns or questions about how we look after your personal information, please contact Tracy Glover at Chell by email: tag@chell.co.uk or by calling: 01692 500555.