

Job Applicant Privacy Notice

Data controller: Carbon Co-op

Data protection contact: Matt Franklin

Email: hr@carbon.coop

Introduction

Carbon Co-op collects and processes personal data relating to job applicants as part of the recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information does Carbon Co-op collect?

We collect and process a range of information about you. This may include, but is not limited to:

- Recruitment information, such as your application form, covering letter and CV, qualifications, membership of any professional bodies and details of any pre-employment assessments.
- Your contact details including your name, address, email address and telephone number.
- Details of any access needs for which we need to make reasonable adjustments during the recruitment process.
- References, if requested.
- Information about your entitlement to work in the UK if you are offered the role.
- Information about your age, ethnic origin, religion, disability, sexual orientation and gender to monitor equal opportunities.

We collect this information in a variety of ways. For example, data is collected through application forms, CVs, correspondence with you, interviews, meetings or any other assessments within the job application process.

Why does my personal data need to be processed?

We need to process data in order to make decisions around your suitability for the role you have applied for and to help make our recruitment process accessible.

Who has access to my data?

Your information will be shared internally with any members of the team and Board carrying out the recruitment process.

We store all personal data in our secure Google Drive, which can be only accessed by designated employees and Board members in the pursuit of their duties.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data for required pre-employment checks, including your right to work in the UK. Where necessary, we may share data with former employers to obtain references for you.

We will not transfer your data to countries outside the EEA, though third party service providers may hold data on servers outside of this area in which case their own privacy policies will apply.

Google Workspace

Google Workspace provides server space for our documents and emails, some of which will contain your personal information. Any information sent via email, or saved in a document will therefore be stored and backed up on their servers.

Only those who need to use your data as part of their role have access to it.

Google Workspace's cloud storage compliance policy is available [here](#), and Google's privacy policy is available [here](#).

How is my data protected?

We take the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or

disclosed, and is not accessed except by members of our staff team and Board in the performance of their duties.

Where we engage third parties to process personal data on our behalf, we do so on the basis of written instruction, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. Third parties are also obliged to ensure that they protect and process your data lawfully once it is provided to them.

How long is my data kept?

If your application for employment is unsuccessful, we will hold your data on file for one year after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment and for the relevant periods following its end. The periods for which your data will be held will be provided to you in our employee privacy notice.

Do you use automated decision-making?

Recruitment decisions are not based on automated decision-making.

Your rights

As a data subject, you have a number of rights. You can:

- ask us for information about what personal data we process, how we process it and on what basis;
- access and obtain a copy of your data by way of a Subject Access Request see our data protection policy for more details);
- require us to change incorrect or incomplete data;

- request that we delete or stop processing your data, for example where the data is no longer necessary for the purposes for which it was collected.
- ask for your data to be used in a restricted way only during the process of requesting that your personal data be corrected or erased, or while you are contesting the lawfulness of our processing;
- object to the processing of your data where we rely on our legitimate interests as the legal ground for processing and you think that your rights and interests outweigh our own and you wish us to stop;
- object if we process your personal data for the purposes of direct marketing;
- receive a copy of your personal data and, with some exceptions, transfer your personal data to another data controller;
- not to be subjected to automated decision-making;
- be notified of a data security breach concerning your personal data where that breach is likely to result in a high risk of adversely affecting your rights and freedoms;
- withdraw your consent if we have requested consent to process your personal data for a specific purpose (in most situations, we will not rely on your consent as a lawful ground to process your data.);
- complain to Carbon Co-op about any aspect of how we have handled your data (please see our data protection policy for details);
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details, including a helpline number, can be found on the Information Commissioner's Office website (www.ico.org.uk). The Information Commissioner's Office website has more information on your rights and our obligations.

If you would like to exercise any of these rights, please contact the person named at the top of this notice.

What if I do not want to provide personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all. If your application is successful, certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable us to enter a contract of employment with you. If you do not provide other information, this will hinder our ability to administer the rights and obligations arising as a result of the employment relationship.

Version Control: V01

Dated: 22/07/2026