

Job Application terms of Data Use for International Facilitators Plus UK, Ltd.

What information do we collect

As part of your job application we will collect your name, telephone, mobile and email contact details and information to assess your suitability, including your experience, professional history, skills and education.

All personal information provided in your CV or covering letter will be used for the evaluation of your job application only.

We may use your email or telephone contact number/s provided to contact you with regards to your job application only.

How we use and store your personal information.

We may verify the accuracy of information with individuals or organisations including recruitment agencies or academic/professional institutions.

We may keep your CV and cover letter data on file to contact you about similar or appropriate roles that become available in future. Please notify our Privacy Officer on the contact details below if you do not wish for your CV and cover letter information to be held on file.

Your data will be stored in a secure file location at our office, Great West Business Centre– Suite 18, Great West House, Great West Road, Brentford, TW8 9DF, and will be accessible to the recruitment team members.

Access to your information, correction and removal

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact our Privacy Officer, on the contact details below.

We want to be sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Data Breach

In the event of a data breach International Facilitators Plus, UK Ltd will notify those affected within 72 hours while assessing the risks to people's rights and freedoms. The Company will also, if appropriate, report this breach to the ICO.

Changes to our privacy policy

We keep our privacy policy under review and will place updates on our website. This privacy policy was last updated on May 9, 2018

How to contact us

Please contact us if you have any questions about our privacy policy or information that we hold about you.

Patricia Hyslop - Data Privacy Officer

By telephone: 02083 265 606

By email: info@ifpglobal.com

By writing: International Facilitators Plus UK Ltd., Great West Business Centre– Suite 18, Great West House, Great West Road, Brentford, TW8 9DF