
Recruitment Privacy Policy

1. Introduction

Go West Yorkshire ("GWY", "we", "our", "us") is committed to protecting your personal information and complying with UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Notice explains how we collect, use, store and protect personal information relating to:

- Job applicants
- Members of our Careers Community
- Individuals submitting enquiries through our recruitment contact forms

Please read this notice before submitting an application or providing any personal information to us.

2. Who We Are

Go West Yorkshire Limited is the data controller for the personal information collected through our recruitment activities.

If you have any questions about this notice or how your information is handled, please contact:

People & Culture Team

Email: recruitment@gowestyorkshire.co.uk

The Data Protection Officer for the Go - Ahead Group can be contacted as follows:

In writing to, The Go-Ahead Group Limited, 2nd Floor, Friars Yard, 160 Blackfriars Road
London SE1 8EZ

Email: data.protection@go-ahead.com

3. What Information We Collect

Depending on your interaction with us, we may collect:

Job Application Information

- Name
- Contact details (email address, telephone number, postal address)
- Employment history

- Qualifications and training records
- CV and supporting documents
- Interview notes and assessment results
- Right to work documentation
- Driving licence information (where relevant to the role)

Careers Community Information

- Name
- Contact details
- Areas of employment interest
- Preferred location or role type
- Communication preferences

Recruitment Enquiry Information

- Name
- Email address
- Contact details provided
- Details contained within your enquiry

4. Why We Collect Your Information

We collect and process personal information in order to:

- Manage recruitment and selection processes
- Assess suitability for employment opportunities
- Communicate with applicants regarding vacancies
- Maintain our Careers Community and talent pipelines
- Respond to recruitment enquiries
- Comply with legal and regulatory obligations
- Protect our legitimate business interests

5. Our Lawful Basis for Processing

Under UK GDPR, we rely on the following lawful bases:

Legitimate Interests

To:

- Recruit employees
- Assess candidates
- Manage recruitment campaigns
- Build and maintain future talent pipelines

Contract

To:

- Take steps at your request before entering into an employment contract.

Legal Obligation

To:

- Verify eligibility to work in the United Kingdom.
- Comply with employment and regulatory requirements.

Consent

To:

- Maintain your details within our Careers Community.
- Send you information about future opportunities where consent is required.

You may withdraw your consent at any time.

6. Who We Share Your Information With

Your information may be shared with:

- Authorised Go West Yorkshire employees involved in recruitment
- The Go-Ahead Group, where support is provided during mobilisation and recruitment activities
- Recruitment service providers and technology platforms acting on our behalf
- Background screening or right-to-work verification providers (where applicable)
- Regulatory authorities where required by law

We will only share personal information where there is a legitimate business need or legal requirement to do so.

7. How Long We Keep Your Information

Record Type	Retention Period
Unsuccessful applicants	12 months following the completion of the recruitment process
Careers Community members	Until consent is withdrawn/ Reviewed every 12 months and deleted where there has been no engagement for 24 months
Recruitment contact form submissions	12 months from receipt
Successful applicants	Information is transferred to the employee record and retained in accordance with employee data retention requirements

At the end of the applicable retention period, information will be securely deleted or anonymised.

8. Automated Decision Making

Go West Yorkshire does not make recruitment decisions based solely on automated processing.

All recruitment decisions involve human review and assessment.

9. Your Rights

Under UK GDPR, you have the right to:

- Request access to your personal information
- Request correction of inaccurate information
- Request deletion of your information in certain circumstances
- Object to processing based on legitimate interests
- Restrict processing in certain circumstances
- Request transfer of your information where applicable
- Withdraw consent where processing is based on consent

To exercise any of these rights, please contact the People & Culture Team.

10. Data Security

We take appropriate technical and organisational measures to protect personal information against unauthorised access, loss, misuse, alteration or disclosure.

Access to recruitment information is restricted to individuals who require it for legitimate business purposes.

11. Complaints

If you believe we have not handled your personal data in accordance with data protection law, you have the right to raise a complaint with us directly.

How to raise a complaint

You can submit a complaint by:

- **Email:** data.protection@go-ahead.com
- **Post:**

The Go-Ahead Group Limited
2nd Floor
Friars Yard
160 Blackfriars Road
London
SE1 8EZ

Please include your name, contact details, and a clear description of your concern so we can investigate effectively.

What happens next

- We will acknowledge your complaint within 30 days of receiving it
- We will investigate your complaint promptly, taking reasonable steps to look into the matter and speaking with relevant members of our team where necessary
- We will keep you informed of progress throughout the investigation, including letting you know if there are any anticipated delays
- We aim to provide you with a full outcome **within 3 months**, although complex cases may take longer
- All outcomes will be communicated in plain, clear language
- We maintain records of all complaints and their outcomes as part of our accountability obligations

What your complaint can cover

You can raise a complaint about any aspect of how we handle your personal data, including how we collect, store, use or share it, as well as concerns relating to subject access requests, consent, marketing, or data retention.

If you remain dissatisfied

If you are not satisfied with our response, you have the right to escalate your complaint to the **Information Commissioner's Office (ICO)**, the UK's data protection regulator:

- **Website:** ico.org.uk
- **Helpline:** 0303 123 1113

12. Changes to this Notice

We may update this Recruitment Privacy Notice from time to time.

The latest version will always be available through our careers website and recruitment systems.