

Privacy Policy Section: Handling of Applicant CVs

(For inclusion within the Telecom Acquisitions Ltd Privacy Policy)

1. Introduction

Telecom Acquisitions Ltd (“we”, “us”, “our”) is committed to protecting the personal data of all job applicants. This section explains how we process, store, and retain **applicant CVs** and related recruitment information once the recruitment process has concluded.

2. What Personal Data We Collect

During recruitment, we may collect:

- **CV and application data** (employment history, qualifications, skills)
- **Interview notes / Video Recordings**
- **Assessment results**
- **Right-to-work documentation** (where applicable)

3. Purpose of Processing

We process applicant data for:

- **Assessing suitability** for employment
- **Managing interviews** and communications
- **Compliance with employment law**
- **Defending legal claims** (e.g., discrimination claims)

4. Lawful Basis for Processing

We rely on:

- **Legitimate interests** (evaluating candidates)
- **Legal obligations** (e.g., right-to-work checks)
- **Consent** only where explicitly required

5. How Long We Keep Applicant CVs

We retain CVs and recruitment records **only for as long as necessary** for the purposes described above. In line with **UK GDPR** and **ICO guidance**, we typically retain unsuccessful applicant CVs for **6-12 months** after the recruitment process concludes. This retention period allows us to:

- Defend potential **discrimination claims** (which may be brought within statutory time limits)
- Maintain accurate records of the recruitment decision
- Consider candidates for similar roles **only where they have opted in**

After this period, CVs and related data are **securely deleted** unless the applicant has explicitly agreed to extended retention.

6. How We Store and Protect Applicant Data

Applicant data is stored securely using appropriate technical and organisational measures, including:

- **Access controls**
- **Encryption**
- **Secure deletion protocols**

7. Your Rights

Applicants have the right to:

- **Access** their data
- **Rectify** inaccuracies
- **Erase** their data (subject to legal exceptions)
- **Object** to processing
- **Restrict processing** in certain circumstances

8. Contact Details

If you have questions about this policy or wish to exercise your rights, contact: **Data Protection Officer** Telecom Acquisitions Ltd. **DPO@ta1.co.uk**