

Careers Privacy Policy

Your Privacy

E P Barrus Ltd are committed to maintaining your confidence and trust with respect to the privacy of the personal information we collect from you. We will use your personal information provided via the E P Barrus Ltd website for recruitment purposes only and as set out in this policy. We will keep your personal information safe and comply with applicable Data Protection legislation in place.

Information that you provide

When you contact us through our recruitment email address in relation to employment opportunities at E P Barrus Ltd, you may provide us with certain personal data which we will collect as part of the recruitment process. This may include your name, postal address, email address, telephone number and other information contained in your profile, CV, covering letter or in another form provided to you. We may also collect information about your job preferences and areas of interest, employment history, education and qualifications and salary, along with information classed as 'sensitive' for example, racial or ethnic origin.

We may supplement the information that you provide to us with information that we receive later on from third parties, for example references (subject to your consent where required by law) and this may form part of your employment records if you are offered a position with us.

We may also collect information from publicly available information sources such as social media websites and corporate directories so that we can contact you about potential opportunities which may be relevant to you.

Where we intend to collect sensitive personal information, you will be given notice and the opportunity to consent. To the extent you make sensitive personal information available to us, you consent to us processing such data in accordance with this policy.

How do we use your information?

This information (including personal data), whether provided now or as part of any future selection process, will be held and processed by us for the purposes of your registration of interest and handling your job application. We may hold personal data submitted by you to respond to your queries or requests, to contact you about opportunities in the future or to provide you with information about working at E P Barrus Ltd. If your application is successful, the information will be used to process your employment with E P Barrus Ltd.

Retention of personal data

For the purposes set out above, your personal data will be retained by E P Barrus Ltd for one year following date of application. If you require access to your personal data, would like us to remove your personal data from our records before this time has elapsed or if you have any queries or concerns as to how your information is handled please contact us at complianceteam@barrus.co.uk.

How is your information protected?

We take protection of your information seriously and have appropriate organisational and technical security measures in place to keep it safe. Internally, we restrict access to personal information. Only individuals who need access to your personal information for legitimate business purposes have access to it.

Your rights

You may request details of personal information about you that may be held in connection with E P Barrus Ltd Careers. If you would like a copy of it, please email us at complianceteam@barrus.co.uk.

Changes to this privacy policy

We may change this privacy policy from time to time. Any changes will be posted on this page with an updated revision date.