

GetGround Recruitment Privacy Policy

This policy explains how Terranova.Network Limited (“we”, “us”, “our”), trading as GetGround, collects, uses and processes your personal data for recruitment related activities in accordance with applicable laws and regulations. Please read the information carefully and if you have any questions about this policy or how we handle your personal data, you can email us at notices@getground.co.uk.

Why are we collecting your data?

We'll only collect and process your data for recruitment related purposes and where we have a legal basis to do so. We'll never share or transfer your data with anyone else for any purposes outside our recruitment process and it will be stored in our Applicant Tracking System and is fully compliant with EU data protection laws.

We'll collect your data at the point you click 'submit' on your application. However, in some cases, an application may be made on your behalf for a role. This may be through an agency, a referral, or via contact with one of our recruitment team. When this happens, you'll receive an email confirming your consent for us to store your data.

We work with a number of third party suppliers for integral parts of our recruitment process and have contractual agreements in place with all said third parties to ensure your data is protected.

What information might we collect from you?

When you submit your application, we'll collect and store your CV, contact details and any further information you provide at the point of application. We may add to the information we collect throughout the interview process and we'll need to collect some further details when making a job offer. Depending on your location this may include things like your personal address and right to work.

How long will we keep your data?

We'll store your data for **two years** in our Applicant Tracking System. This is so that we can send you information about relevant jobs that we'd like to consider you for, people-related news at GetGround or in case of any legal claims. We won't pass your details on to any third parties, ever.

After a **two year** period, if you were unsuccessful in your application, we'll reach out to you to see if you want to remove your personal data from our Applicant Tracking System.

What are your rights?

Depending on applicable data protection law and under certain circumstances, you may have certain rights in relation to the information we hold about you. These include the right of access to your personal data and/or the right for your personal data to be rectified or erased.

You should make such requests by emailing notices@getground.co.uk. We will process all requests in a timely manner in line with applicable laws.

If you feel that we have not addressed your questions or concerns adequately, you may make a complaint with the Information Commissioner's Office in the United Kingdom. For more details, visit their website at ico.org.uk.

The GetGround Talent Team