

# MPA CANDIDATE PRIVACY NOTICE

At MPA, we are committed to being transparent about how we collect and use your personal data and to meeting our data protection obligations. This notice sets out how we handle your data during our recruitment process.

## 1. About Us

MPA is the "Data Controller" for the information you provide during the recruitment process. If you have any questions about this notice or how we handle your information, please contact us at [mark.russell@mineralproducts.org](mailto:mark.russell@mineralproducts.org).

## 2. The Information We Collect

We collect a range of information about you, including:

- **Contact details:** Name, address, email, and telephone number.
- **Professional history:** Your CV, cover letter, experience, qualifications, and skills.
- **Interview performance:** Notes taken by our hiring team during interviews or assessments.
- **Pre-employment checks:** Information about your right to work in the UK and, where applicable for the role, criminal record checks (DBS).
- **Special Category Data:** Information about your health (to provide interview adjustments) or diversity monitoring information (e.g., ethnicity), which is used on an anonymised basis.

## 3. Why We Process Your Data

We need to process your data to take steps at your request prior to entering into a contract with you. Our legal bases for processing include:

- To manage the recruitment process, assess your suitability for the role, and defend against legal claims.
- To ensure we comply with employment law, such as the Employment Rights Act and the Equality Act 2010 (e.g., verifying right to work).
- Where you have explicitly opted-in to join our talent pool for future vacancies.

## 4. How We Collect Your Data

Data is collected through application forms, CVs, your passport/ID documents, or through third parties such as recruitment agencies and former employers (references). We will only seek references once a conditional job offer has been made to you.

## 5. Data Retention: How long we keep your data

- **Unsuccessful Candidates:** We will hold your data for 6 months after the recruitment process has concluded. This is to ensure we can respond to any queries and to defend against potential legal claims (e.g., discrimination claims).
- If you have consented to us keeping your data for future roles, we will retain your data for 12 months.
- Your data will be transferred to your employee personnel file and governed by our Employee Privacy Notice.

## 6. Who Has Access to Your Data?

Your information is shared internally only with those involved in the recruitment process (HR and the relevant hiring managers). We do not share your data with third parties unless your application for employment is successful and we make you an offer of employment.

## 7. Your Rights

Under the UK GDPR, you have several rights regarding your data:

- You can request a copy of the data we hold about you.
- You can ask us to correct inaccurate or incomplete data.
- You can ask us to delete your data (the "right to be forgotten").
- You can object to us processing your data based on legitimate interests.

To exercise any of these rights, please contact [mark.russell@mineralproducts.org](mailto:mark.russell@mineralproducts.org).

## 8. How to Complain

If you believe MPA has not complied with your data protection rights, you can complain to the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk).