



## Tes Global Recruitment Privacy Policy

To work with us here at Tes, we need to collect information about you to ensure you are qualified and suitable to work with us. The data we collect is limited to only that which we need to fulfil this purpose and we are committed to protecting your privacy while it is stored by us.

Below we have provided detail on how your information will be used.

### **Who we are**

Tes Global Limited ("we", "our" or "Tes") is committed to protecting the privacy of all individuals in respect of whom we hold personal information.

For the purpose of the Data Protection Act 2018 and the General Data Protection Regulation (the "GDPR") the data controller is Tes Global Limited of 26 Red Lion Square, London, WC1R 4HQ, United Kingdom.

### **What information we need**

Tes requires your name, contact details and CV.

We will collect this data directly from you or from a third party that you have authorised your information be used by. When we collect this from a third party, we will tell you which party this was.

### **Why we need this information**

We need your personal data in our legitimate business interests to review your suitability to work with Tes, match you with jobs relevant to your CV, to answer your enquiries and to enter into a contract with you should you be successful. We may also use information you provided to us to improve the way in which we recruit candidates.

Should you wish not to provide any personal data, we will be unable to consider you for a role at Tes.

### **How we will store your information**

Your personal data will be provided to Tes and stored in our applicant tracking system, Workable, which enables us to manage your application efficiently.

All information will be retained for 24 months from the last point of contact at which point, all of the personal data provided will be erased.

### **Your rights and how to contact us**

You have the right to access, erase, correct and port your personal data.

Should you wish to enforce any of these rights, or have any queries or complaints about how we have used your information, please email [careers@tesglobal.com](mailto:careers@tesglobal.com).

Should you be unhappy with how Tes has processed your personal data, you have the right to complain to the Information Commissioners Office.