FORWARD FUTURES GROUP LTD

Recruitment Privacy Notice

Forward Futures Group Ltd is responsible for personal information collected during recruitment. This notice explains how we use applicants' information. Contact: info@forwardfuturesgroup.com.

Information we collect

Contact details, application and employment history, qualifications, supporting statements, interview and assessment notes, references and information needed for lawful pre-employment checks. Sensitive information is collected only where necessary and lawful.

Why we use it

To assess suitability, communicate with applicants, administer recruitment, meet safeguarding and employment-law obligations, verify eligibility and make appointment decisions.

Lawful bases

Depending on the activity, processing may be necessary for steps prior to a contract, compliance with legal obligations or legitimate interests in fair and safe recruitment. Special-category and criminal-offence information is processed only with an applicable additional legal condition and safeguards.

Who receives it

Authorised recruitment decision-makers and necessary service providers, referees and checking bodies. We do not sell applicant information.

Retention

Unsuccessful applications are ordinarily retained for six months after recruitment closes, unless a different lawful retention period is justified and communicated. Successful applicants' relevant records transfer to their personnel file under the staff retention schedule.

Security and rights

Information is access-controlled and handled securely. Applicants may have rights to access, rectification, erasure, restriction and objection, depending on the circumstances. Contact us at info@forwardfuturesgroup.com. You may complain to the Information Commissioner's Office (ICO).

Updates

We may update this notice when our processes or legal obligations change.

Forward Futures Group Ltd | Focus • Flourish • Fulfil | There's more than one way forward