

Privacy Notice Candidates



Introduction

This notice explains how we collect, process and store your personal data during our application and recruitment process. It also explains what rights you have in relation to how we process your personal data.

Please read this notice carefully and contact us if you have any queries by using the contact details provided in this notice.

What information do we collect?

During our recruitment process, we collect a range of information about you, including:

- Contact details (including names, addresses, telephone numbers, email addresses, national insurance number and emergency contacts)
- Personal demographics (including age, gender, data concerning education and employment history, including membership of professional bodies)
- Information your skills, knowledge and experience
- Information about your current level of remuneration, including benefit entitlements.
- Assessment interview, recruitment test and assessment data
- Pre-employment screening, such as documentation which confirms your identification and proof of address and your entitlement to work in the UK
- Medical information, including whether or not you require reasonable adjustments during the recruitment process, where you disclose this to us

We collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. We will also collect personal data about you from third parties, such as references supplied by former employers.

How do we use personal information?

Throughout the application recruitment process we will process your personal data:

- Where we need to take specific steps at your request before entering into a contract with you or we need to process data to enter into a contract with you.
- Where we need to comply with legal obligations we have in relation to employment or equalities ((for example if we need to make reasonable adjustments to the recruitment process).
- Where we have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.
- Where we have your consent (you have the right to withdraw your consent at any time).

Whilst the majority of processing of personal data in relation to our employment practices will not require consent, we will inform you if your consent is required and seek that consent before any processing takes place. In the limited circumstances where you have provided your consent to the collection, processing, and transfer of personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

We do not use automated decision making as part of our application and recruitment process.

Who has access to information?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the TGP team who carry out recruitment activities, and interviewers involved in the recruitment process.

We will obtain references from third parties, including former employers, as part of the interview process. We will not share your data with third parties for this purpose without your consent. TGP will share data with third parties where it is necessary to conduct background checks.

How do we protect data?

When collecting, processing and storing personal data, we comply with principles of GDPR and our own data protection policy. We will only disclose the personal data we receive where necessary and where we are satisfied that the data will be adequately protected.

Where we engage third parties to process personal data on our behalf, we do so based on specified instructions under a duty of confidentiality and obligation to implement appropriate technical and organisational measures to ensure the security of data.

What if you do not provide personal data?

If your application for employment is unsuccessful, we will hold your data on file for up to six months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be available in a separate Privacy Notice.

Your rights

You have the right to:

- Request access to your data. This is called a subject access request.
- Request corrections to be made to your data.
- Request erasure of your data.
- Object to the processing of your data.
- Request that processing restrictions be put in place.
- Request a transfer of your personal data.

If you wish to exercise any of these rights, please get in touch using the contact details below.

How to make a complaint

If you have any questions, concerns or would like more information, please in the first instance contact the Managing Director on admin@tgpltd.co.uk or by post to 75 Brookville Road, London, SW6 7BH; or by phone on 07722 955380.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](#) on 0303 123 1113 or [report a concern online](#). or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

This privacy notice was last reviewed March 2026.