

JOB ENQUIRY	CUSTOMER FEEDBACK	SUB- CONTRACTORS	OTHER ENQUIRIES
Contractual	Legitimate Interests	Contractual	Legitimate Interests
6 months post recruitment campaign	12 months from date of enquiry	6 months post recruitment campaign	12 months from date of enquiry
Access, Rectification & Data Portability	Access, Rectification & Data Portability	Access, Rectification & Data Portability	Access, Rectification & Data Portability
Email sent to HR inbox (only accessible by HR)	Enquiry sent to Enquiries Inbox (only accessible by HR) HR to forward to relevant team	Email sent to HR inbox (only accessible by HR)	Enquiry sent to Enquiries Inbox (only accessible by HR) HR to forward to relevant team

KEY:

	What data we are processing
	The reason we are processing it
	How long the data is kept for
	Your Rights regarding your personal data
	Who can access your personal data

Please ensure that you read our Privacy Notice for full details of how we process, store, share and secure your personal data. This is an important document and we hope that you take the time to read it carefully. The link to our Privacy Notice can be found on the Contact Us page of our website