



SUSSEX CRICKET LIMITED

The 1st Central County Ground
Eaton Road, Hove, East Sussex, BN3 3AN
Tel: 0844 264 0202
Fax: 01273 771549
www.sussexcricket.co.uk

Recruitment and Selection Privacy Statement for Sussex Cricket Limited

APPLICABILITY STATEMENT

This recruitment and selection privacy statement applies equally to both Sussex Cricket Limited (company number 30143R) and the wholly owned subsidiary, the Sussex Cricket Foundation, hereafter jointly referred to as the 'Organisation'.

The Organisation is committed to protecting the privacy of its candidates, clients and users of its website during any recruitment / selection process. The Organisation wants to provide a safe and secure user-experience. The Organisation will ensure that the information you submit to us via our website or through any third-party job sites or career pages is only used for the purposes set out in this policy.

WHAT INFORMATION DO WE COLLECT AND HOW DO WE USE IT?

The Organisation may collect your personal details, including but not limited to your name and contact details, including your e-mail address and other relevant information from your CV and cover letter. Occasionally, this may also include sensitive personal data, such as details of criminal convictions and ethnic origin. This information is held, used and disclosed by us as follows:

- to provide the Organisation's services to you in any recruitment / selection process that you have specifically applied for;
- to enable you to submit your CV for general applications or to apply for specific jobs;
- to match your details with upcoming job vacancies, in the event that you have sent an on-spec application;
- to answer your enquiries, for example any on-spec recruitment enquiries;
- checking that you are legally entitled to work in the UK;
- carry out background reference checks;
- to third-parties who perform functions on our behalf and who also provide services to us, such as professional advisors, IT consultants carrying out testing and development work on our business technology systems and function co-ordinators. These third

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parties comply with similar undertakings of privacy and confidentiality as the Organisation;

- if the Organisation merges with or is acquired by another business or company, it may share personal data with the new owners of the business or company and their advisors and if this happens, you will be sent notice of such event;
- the Organisation may also release personal data to regulatory or law enforcement agencies, if they require us to do so. The Organisation will also disclose your information where it is permitted and requested to do so by law;
- the Organisation may also monitor mouse clicks and page scrolling on its website. Data monitored in this way is anonymised.

The Organisation does not envisage that your personal data will be transferred outside the EU.

CURRICULUM VITAE (CV), APPLICATION FORMS, COVER LETTERS AND SELECTION PROCESS WRITTEN RECORDS

During most selection processes, the Organisation will ask you to submit your CV and a cover letter. On occasions, the Organisation may request that you complete an application form which would include a request to complete personal data. The Organisation will give you the option of submitting your CV to our email address to recruitment@sussexcricket.co.uk or via a third-party jobs board. You can do this either to apply for a specific advertised job or for on-spec job consideration by the Organisation's People Department at recruitment@sussexcricket.co.uk

During any selection process that you invited to be part of, the Organisation will record written notes; these are intended to enable the interviewers to assess a person's suitability for any role against a clear and objective selection criteria.

The Organisation will take security measures to protect your personal data in line with its security processes and procedures. Any third-party party will be required to demonstrate an equivalent level of security standards and processes in relation to protecting your personal data.

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HOW LONG WILL THE ORGANISATION USE YOUR INFORMATION FOR?

The Organisation will only retain your personal data for as long as necessary to fulfil the purposes the Organisation collected it for. To determine the appropriate retention period for personal data, the Organisation considers the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which the Organisation process your personal data and whether the Organisation can achieve those purposes through other means, and the applicable legal requirements.

You have the right at any time to ask the Organisation for a copy of the information supplied by you that we hold. The Organisation may ask you to verify your identity and for more information about your request. The Organisation reserves the right to charge an administrative fee for this service. Where the Organisation is legally permitted to do so, it may refuse your request and will give you reasons for doing so.

WHO WILL ACCESS THE INFORMATION?

Your information will be accessed by any people in the Organisation who are involved with any recruitment and selection process that you have specifically applied for.

No personal data will be shared by the Organisation with any third-parties.

If you have applied for a job via a jobs site, any information you have provided by way of CV and cover letter will be passed by the third-party to the Organisation in email form to recruitment@sussexcricket.co.uk where it will be accessed by the People Department.

On-spec applications will be accessed by the People Department if sent to the recruitment@sussexcricket.co.uk website. The CVs and cover letters may be shared with any relevant department managers within the Organisation when assessing the applicant's suitability for any current or future roles.

CHANGES TO OUR PRIVACY STATEMENT

This privacy statement may be changed by the Organisation at any time. If the Organisation changes its privacy statement in the future, it will post the revised policy on the 'careers' section of its website.

If, at any time, you have questions or concerns about the Organisation's recruitment and selection privacy statement, please e-mail us at recruitment@sussexcricket.co.uk.

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EQUAL OPPORTUNITIES

The Organisation is committed to ensuring that no applicant receives less favourable treatment on the grounds of their age; disability; gender; marriage or civil partnership; pregnancy or maternity; race; religion or belief; sex or sexual orientation.

REGISTERED OFFICE

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