



## **Recruitment Data Notice**

### **Data collection/processing**

Asura will collect and process your data for the purpose of reviewing and evaluating applications and discussing job opportunities. It will not be shared with any individuals that are not involved in the recruitment process.

For recruitment and selection purposes we will collect the following information:

- Personal contact details provided by you or an associated recruitment agent;
- Information from your CV or gained from other sources (recruitment consultants, professional networking sites), about your employment history, education, skills/experience;
- Results of aptitude tests or assessments and interview feedback.

For referencing and screening purposes we will collect the following information:

- Immigration status, nationality and citizenship along with right to work documentation;
- Credit, criminal, identity, financial, fraud and sanctions checks;
- References from previous employers (including any regulatory checks if required for your role).

### **Data Retention**

All data will be retained by Asura for a maximum of 12 months from submission, after which time all details will be removed from our database.

### **Your Rights**

You can request Asura delete or amend your data at any time by emailing [peopleandculture@asurafin.com](mailto:peopleandculture@asurafin.com).

If you object to how your data is being held or processed, please contact us at [peopleandculture@asurafin.com](mailto:peopleandculture@asurafin.com).

You also have the right to complain about any data protection concerns to the ICO. Details regarding the ICO can be found on their [website](#).