
Privacy Notice for Job Applicants

Economics for the Environment Consultancy Ltd (eftec) is committed to protecting your personal data. This Privacy Notice explains how we collect, use and retain personal information during our recruitment process.

Who we are

Economics for the Environment Consultancy Ltd (eftec) is the data controller for the personal information you provide during the recruitment process.

If you have any questions about this notice or how we process your personal data, please contact: Data Protection Manager, Economics for the Environment Consultancy Ltd (eftec), 10F Printing House Yard, Hackney Road, London E2 7PR, Email: dataprotection@eftec.co.uk

What information we collect

- Contact details (such as your name, address, telephone number and email address)
- Information contained in your CV, application form or covering letter
- Employment history, qualifications and skills
- Interview notes and assessment results
- References provided by referees
- Right to work documentation
- Any other information you choose to provide as part of your application
- How we collect your information

We may collect your information:

- Directly from you
- Through recruitment websites and job boards
- From recruitment agencies
- From referees nominated by you

Why we use your information

- Assess your suitability for employment
- Communicate with you during the recruitment process
- Verify qualifications, references and right to work status
- Comply with our legal and regulatory obligations
- Defend or establish legal claims where necessary

Our lawful basis for processing is that it is necessary to take steps at your request before entering into an employment contract and, in some cases, for our legitimate interests in recruiting suitable employees.

You are not under any obligation to provide personal information to eftec during the recruitment process. However, if you do not provide certain information when requested, we may not be able to process your application properly or at all. For example, we may need information to assess your suitability for the role, verify your qualifications or experience, obtain references, or check your right to work in the UK.

Where we ask for equal opportunities monitoring information, providing this information is voluntary. It will not affect your application if you choose not to provide it.

Who we share your information with

We will only share your information where necessary for recruitment purposes, for example with referees, background-check providers, professional advisers or regulatory authorities where required by law.

How long we keep your information

If your application is successful, relevant information will be retained as part of your personnel record in accordance with our Privacy Notice for Employees and Contractors.

If your application is unsuccessful, we will normally retain your application and recruitment records for up to 12 months after the recruitment process has ended. After this period, your information will be securely deleted unless we are required to retain it for longer to comply with legal or regulatory obligations, sponsor licence or immigration compliance requirements, to establish, exercise or defend legal claims, or where there is another legitimate business reason for doing so.

How we protect your information

eftec takes the security of your personal data seriously. We have appropriate technical and organisational measures in place to protect your information against unauthorised access, accidental loss, destruction, misuse, disclosure or alteration.

Access to your personal data is limited to those who need it for recruitment purposes. Those who process applicant information are required to handle it securely and in accordance with eftec's data protection obligations.

Your rights

Under UK data protection law, you have rights in relation to your personal data, including the right to:

- Request access to your personal data
- Request correction of inaccurate information
- Request deletion of your personal data in certain circumstances
- Object to certain types of processing
- Request restriction of processing in certain circumstances
- Complaints

If you have concerns about how we process your personal data, please contact us first. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO). This Policy shall be deemed effective as of the date of issue. This Policy has been approved and authorised by:

Name:	Ece Ozdemiroglu
Position:	Chief Executive Officer
Date:	August 2026
Due for Review by:	August 2027