

DATA PRIVACY NOTICE



Global Adventure Challenges Limited (GAC) are fully committed to safeguarding the personal data of anybody who applies for a role within the company in line with the General Data Protection Regulation (EU 2016/679) (GDPR) or any national implementing laws, regulations and secondary legislation that may be amended or updated from time to time, in the UK.

We must collect personal data from job applicants in order to help us assess, short list and ultimately recruit the successful candidate for any role we have advertised. All personal data that we may collect will be collected, used and held in accordance with the provisions of the Data Protection Legislation.

We will not share your personal information with any third-party supplier and it will only be seen and used by the Company Directors and Department Managers involved in the recruitment process.

We will only collect personal data from you if you voluntarily submit such information to us.

HOW WE WILL USE YOUR PERSONAL DATA

We will only use the information detailed on your CV or application form to assess your suitability for the role you have applied for.

KEEPING YOUR PERSONAL DATA SECURE

Global Adventure Challenges office – is located within a secure shared office block – Red Hill House, 41 Hope Street, Chester, CH4 8BU. The GAC office, archive rooms and stores are all secured either by a number code or key lock. Out of hours access can only be gained through a key card and submitting a phone call to the 24 hour security firm to authorise eligible entry into the building.

Company server & computer systems (including database) – are located in the Global Adventure Challenges office and have additional security measures such as the server being stored in a secure server cabinet with multiple key locks and is password protected. All employee computers and laptops are password protected with individual logins, protected with anti-virus protection and incoming emails are scanned and quarantined for further investigation if deemed a risk. The database is password protected with individual logins.

Data Breach – We will notify participants without undue delay on becoming aware of a Personal Data breach, we will endeavour to contact any affected parties within 24hrs of the data breach.

ACCESSING YOUR PERSONAL INFORMATION

Global Adventure Challenges Ltd will not retain your data any longer than is necessary to fulfil the purpose for which it was collected. If you are unsuccessful in your application at the 1st stage of the recruitment process (you are not asked to complete an application form or not asked to attend an interview) all personal data will be destroyed within 1 month of it being received. If you are successful and move on to the next stage of the process or asked to attend a job interview the personal data you have submitted will be retained for longer. In all cases your personal data will not be kept for any longer than 1 month after the recruitment process has been completed.

Our Data Protection Policy sets out our commitment to protecting your personal data – you can access this through our website. In accordance with the Data Protection Act and the General Data Protection Regulation (EU 2016/679) (GDPR) you have the right to request access to your personal data held by us, and to request that this data is deleted.

Contacting us

If you have any questions about this Data Privacy Policy or any other matter relating to Data Protection please contact us at:

Global Adventure Challenges Ltd, Red Hill House, Hope Street, Chester, Cheshire, CH4 8BU.

01244 676454, enquiries@globaladventurechallenges.com www.globaladventurechallenges.com

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