

Smart Pension Limited Recruitment data notice

Why are we collecting your data?

Smart will only collect and process your data for recruitment related purposes. We'll never share your data with anyone else for any purposes outside our recruitment process and it will be stored in our Applicant Tracking System ([Workable](#)) which stores data in the U.S. and is fully compliant with EU data protection laws.

Once you have clicked 'submit' on your application, we will collect your data. However, in some cases, an application may be made on your behalf for a role. This may be through a recruitment agency, a referral, or through contact with one of our recruitment team. When this happens, you'll receive an email requesting your consent for us to store your data.

What information might we collect from you?

When you submit your application, we'll collect and store your CV, contact details and any further information you provide at the point of application. We may add to the information we collect throughout the interview process and we'll need to collect some further details when making a job offer. Depending on your location this may include things like your personal address and right to work.

How long will we keep your data?

We'd like to keep your data until our open role is filled. We can't always say the exact time period a role will stay open, but when a candidate accepts a job offer for the position you applied to, the role is officially closed. When a role is closed, your recruiter will ask you if we can keep your information in our database to consider you for future roles. Unless you tell us otherwise, we'll hold onto your data for a maximum of 12 months.

What are your rights?

If you change your mind at any time you can request us to delete your data or correct any inaccuracies on our Applicant Tracking System by emailing hr@smartpension.co.uk. You can also contact your recruiter to request access to your data that we have collected. Please note that the above email address is for the purposes of GDPR only and we will not accept any applications or agency contact through this email.

If you are not happy with the way in which your personal information is held or processed, please contact us using the details below. You also have the right to complain about data protection matters to the ICO.

The ICO is the UK's independent body set up to uphold information rights. You can find out more about the ICO on its [website](#). The ICO can be contacted by calling 0303 123 1113.