

Recruitment Privacy Notice

Creggan Enterprises Limited | Job applicants | Update: September 2026

This notice explains how we use your information when you apply for a job with us. It supplements our Data Protection Policy and applies to the separate Fair Employment monitoring questionnaire.

Who is responsible

Creggan Enterprises Limited is the data controller. Contact us at Ráth Mór Centre, Bligh's Lane, Creggan, Derry BT48 0LZ, 028 7137 3170 or info@rathmor.com with questions about your information or to exercise your rights.

What we collect and why

We use the details you provide in your application, qualifications, employment history and evidence against the role criteria to assess your application, arrange interviews, communicate decisions and make any offer. We use information about adjustments only to support your participation. At the appropriate stage we may obtain references, verify qualifications and your right to work, and undertake an AccessNI check only if the role is eligible and the check is necessary. We will explain any additional check before carrying it out. Information may also come from your referees or the organisations carrying out checks.

Fair Employment monitoring

For Fair Employment monitoring, we ask all applicants for community background and sex information. You may leave the questionnaire unanswered without penalty. Our monitoring officer keeps it separate from applications, links it by an office reference and uses it for statutory monitoring records and aggregated returns to the Equality Commission for Northern Ireland. The selection panel does not see your answers.

Our legal grounds

For application assessment and steps towards an employment contract, we rely on UK GDPR Article 6(1)(b). For legal duties, including Fair Employment monitoring and right-to-work checks, we rely on Article 6(1)(c). Where necessary to administer recruitment and handle or defend a claim, we rely on our legitimate interests under Article 6(1)(f). Where information is sensitive, such as community background or health information needed for adjustments, we also rely on Article 9(2)(b) of the UK GDPR and Schedule 1 paragraph 1 of the Data Protection Act 2018 for employment-law duties. If an eligible role needs criminal-record information, we will apply the relevant legal condition and explain the process separately.

Who sees it and how long we keep it

Recruitment staff and the selection panel see only information needed for selection. An intake administrator separates monitoring responses for the monitoring officer. Relevant service providers may process information for us under appropriate safeguards; referees and checking bodies receive only what is needed for their role. We send aggregated monitoring figures, not named questionnaires, to the Equality Commission. We normally keep unsuccessful applications and recruitment records for 12 months after the recruitment file closes, unless a claim or legal obligation requires longer. Applicant monitoring information is kept for three years from receipt. If appointed, relevant records move to your employee file and the Employee Data Privacy Notice applies.

Your choices and rights

Providing application information is voluntary, but without enough information we may be unable to assess you. You can request access to your information, correction, erasure or restriction where the law allows. You can object to processing based on legitimate interests. Contact us using the details above. You may complain to the Information Commissioner's Office at ico.org.uk or 0303 123 1113. We do not make recruitment decisions solely by automated processing.