



## **AMS Automobile Marketing Systems Ltd**

### **Data Protection Policy – Job Seekers**

Individuals have rights concerning the protection of their personal data. During the course of our business, we will collect personal data from, job seekers, customers, suppliers and employees.

At AMS, we recognise the need to treat this data in an appropriate and lawful manner. One that complies with all applicable law relating to the processing of data, including the Data Protection Act 1998, the General Data Protection Regulation 2016/679, and the Privacy & Electronic Communications (EC Directive) Regulations 2003.

Specifically, the purpose of this is to explain, in full, how we treat the personal data of job seekers under the following circumstances:

- Potential Employees – job seekers who upload their CV when applying for a specific job that has been advertised on the AMS website
- Individuals who wish to have their CV held by AMS for future employment opportunities

#### **Applying for a specific job advertised on the AMS Website:**

When you apply for a job through the AMS Website, you will be asked to enter your name, email address and a telephone number. You are also asked to enter a message. This is where you tell us which job you are applying for.

#### How we treat Job seeker data:

Within 10 working days of the job being filled, applications from other job seekers are deleted.

If you would like us to retain your CV for future job opportunities, please tell us this in the message box.

#### **Uploading your CV for future job opportunities:**

When you upload your CV to AMS, you will be asked to enter your name, email address and a telephone number.

You are also asked to enter a message. This is where you tell us that you would like us to retain your CV and that you want us to contact you with future job opportunities. You are giving us your consent to retain your personal data.

#### How we treat data from individuals who have asked us to contact them for future Job opportunities:

We will retain your data for a period of 12 months after which, it will be deleted.

All data held by AMS is password protected and stored on a secure server. Our server is backed up daily, with back-ups removed from our premises and stored securely.

**If you would like more information on our Data Protection Policy please contact us at [admin@amsauto.com](mailto:admin@amsauto.com)**