

Director Recruitment and Appointment (HLH Board and HLH (Trading) C.I.C. Privacy Notice

- **Purpose**

Recruitment and appointment of Directors to HLH Board and HLH (Trading) C.I.C. Board

- **Description**

As part of the recruitment process HLH collects and processes personal data relating to applicants. HLH needs to process this information prior to entering into a contract with you and will also need to process to enter into a contract with you. HLH has a legitimate interest in processing personal data during the recruitment and appointment process and for keeping records of the process.

- **If you don't give us your information**

HLH will not be able to appoint you if you don't provide personal data and would not be able to carry out its statutory duties in relation to Director appointments.

- **Conditions for processing personal information**

Consent – article 6 (1)(a) – we require your personal information to process your application.

If appointed to the position:

Contract - we need to process this personal information to fulfil the Director appointment contract (Article 6(1)(b) of GDPR)

- **Your rights**

- Access to personal data
- Amendments to your data
- Removal of your personal data
- Change the way we process your personal data

[Find out more about your rights](#)

- **Who we share your information with**

In line with relevant legal obligations and/or data sharing agreements, HLH sometimes need to share your information with other organisations, such as:

- The Highland Council
- Companies House
- OSCR
- Disclosure Scotland

- **How long we hold your information**

If appointed your data is held for the duration of your appointment plus five years from resignation or retiral. If not appointed your data will be held for one year from the date of appointments being finalised.

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- **Automated processing**
Your personal information is not subject to automated decision making or profiling.
- **Data controller**
The data controller is High Life Highland.
- **Data Protection Officer**
Contact our Data Protection Officer (service provided to High Life Highland by The Highland Council):

Data Protection Officer
Highland Council Headquarters
Glenurquhart Road
Inverness
IV3 5NX
01463 702029

DPO@highlifehighland.com

- **Supervisory authority**
If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
<https://ico.org.uk/global/contact-us/>