



# KEY TRAVEL

## Candidate Privacy

Key Travel Limited is committed to protecting the privacy and security of your personal information and acts in accordance with the General Data Protection Regulations (GDPR).

When you apply for a job vacancy with Key Travel, we will collect and use data from you such as name, contact details, career history, education and professional memberships. We may also collect information through recruitment tests, interview notes and right to work documentation. We may use information which you have made publicly available on social networking sites to check your work history and to assess your suitability for a role with Key Travel.

This personal data is collected and used with a view to entering into a contract of employment with you. Your data will not be subject to any automatic decision-making.

If you consent to give us sensitive personal data such as gender, ethnic origin, religion, disability, trade union membership, this will be used only to monitor applicant diversity to prevent discrimination.

We will not share your information with third parties. We may transfer your data to other departments within Key Travel in the EU and US if relevant to your application. If we transfer your application outside of the EU you can expect a similar level of data protection as within the EU.

Please note that we will keep your data for a minimum of 6 months, or for as long as you are interested in career opportunities with us. If you are unsuccessful in your application and want to be deleted from our database sooner, you can email your request to [recruitment@keytravel.com](mailto:recruitment@keytravel.com) or complete the "Ask to be forgotten" section in your account, which will be available soon.

In the unlikely event you wish to complain about how we are using your data, please contact our Data Protection Officer on [dpo@keytravel.com](mailto:dpo@keytravel.com).

We hope that this answers any immediate questions about your data, and look forward to receiving your application.