

Applying to work at VIVID

This privacy notice should be read in conjunction with the main privacy notice found at <https://www.vividhomes.co.uk/privacy-notice>

The information we collect and hold

When you apply for a job at VIVID, we'll collect data from you, referees you direct us to, the DVLA (if the role requires you to drive one of our vehicles) and only if you provide us with the information to do so.

We'll collect your name, address, email address, phone number and CV.

So that we can ensure equality, diversity and inclusion during our recruitment process, we may also collect gender identity, ethnic origin, sexual orientation, and / or religion. You don't have to give us this information. If you do provide it, you can ask us to remove it at any time.

So that we can make reasonable adjustments during the interview process, we also ask if you have any learning differences or disabilities we need to consider.

Due to the sensitive nature of some job roles, we may ask you for details of any criminal convictions. Both spent & unspent, cautions, reprimands, final warnings and any other information that could affect your suitability for the role.

In the event of a successful application, a basic disclosure or enhanced DBS check may be carried out, depending on the role. If a check is required, then it'll be detailed in the job advert.

If you're invited for an interview, we'll do a right to work check, which may involve taking copies of your passport, birth certificate, national insurance number, and any relevant visa documents.

If the role you're interviewing for requires a DBS check, we may collect proof of address EG. Driving licence, utility bills, P45, P60 etc. The combination of documents presented must confirm your full name, address, and date of birth.

We don't share your information with any third parties, and we don't sell your information.

Candidate Accounts

We use recruitment software supplied by Net-Worx (2001) Ltd (trading as Networkx), our trusted recruitment database provider. All personal information and documents you provide are stored securely with Networkx, not directly with VIVID.

Account Setup and Job Alerts

If you decide to set up job alerts, you'll be prompted to create a candidate account. Networkx will contact you when a role becomes available that matches your preferences.

Managing Your Account

Within your candidate account, you can:

- View your personal information
- Correct or update your details

- Withdraw applications or personal data
- Download a copy of the current data held
- Deactivate your account at any time

Your account will be automatically deactivated after 12 months of inactivity. Once deactivated, your data will be fully anonymised.

Data Retention and Future Opportunities

If you're not successful for a role, any documents you've provided will be securely destroyed and/or deleted after 12 months. However, with your permission, we may retain your personal information to contact you about future relevant roles. You can delete your profile at any time if you no longer wish to be contacted.

You can view Networx's full privacy notice on their website.