
Introduction

Premier (Premier Travel Limited and Premier Holidays Limited) collect data on applicants for roles we are recruiting for. This policy sets out how we will use that information and for how long it will be retained.

Policy

Premier will use any personal data collected via our careers site for recruitment purposes and should your application be successful, for purposes connected with your employment either as an employee or as a contractor. By submitting your application, you are agreeing for your information to be passed to Premier and for Premier to keep your data on file for consideration of any future job or contractor opportunities for a period of 2 years.

Your personal information (and any additional details we add to your application) are stored on a secure server that are housed within the UK. Data will not be kept for longer than is necessary in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). Any future contact we have with you will be for recruitment purposes only. You are free to remove yourself from any contact by us about our future recruitment programmes at any time. Access to the server is granted to selected HR staff and hiring managers.

By acknowledging your application, we are not verifying the content, accepting the application, or making any offer of employment or engagement. We will not disclose your data to any other third party unless required to do so by law or by our regulators.

Our careers pages uses cookies for the purposes of speeding up the recruitment process. If you do not agree you can choose to not receive a cookie file by enabling your Web browser to refuse cookies or to prompt you before you accept a cookie.

We may use information obtained about you from monitoring your use of this website solely for internal purposes including site performance, evaluation of site use and creating of marketing reports to aid future marketing of information about us and our recruitment processes. No personal or sensitive data will be used other than for the purpose for which it was originally obtained.

Premier is an equal opportunity employer (in accordance with applicable legislation) and do not discriminate on the grounds of gender, ethnic origin, age, religion, sexual orientation, non-disqualifying physical or mental disability or any other basis covered by local legislation. All employment related decisions are made entirely on merit.

We will maintain the confidentiality of and protect your information in accordance with our normal procedures and all applicable laws.

You have the right to access and the right to rectify your personal data whether submitted as an application or otherwise by sending us a written request.

You acknowledge and agree that we may from time-to-time transfer any of your contact details and/or application data to any of our offices or of any of our affiliates or agents, that we either have now or establish in the future.

None of our offices and those of our affiliates, agents or representatives are currently located in countries outside the European Economic Area.

Please do not send us any personal data if you do not want that information to be processed by us in the ways described by this notice.

The procedures and policies contained in this document were developed based on current government guidance and are subject to change. Any significant changes will be communicated to the staff via email and their direct line managers and may result in needing a re-signing of the updated policy. Failure to comply with these procedures and policies could result in legal action against Premier Holidays and depending on the severity could result disciplinary action.

We will only collect and process data in a fair and lawful manner. Sensitive data (as defined by the Data Protection Act 2018 and GDPR) which may include information about health, racial origin, Trade Union membership or criminal convictions, will not be processed without your agreement, unless it is necessary for the purposes of administering our rights and obligations as an employer.

The personal data that we retain about you may include:

- Information relating to references and records relating to your application. Information about your health that is used to ensure compliance with health and safety and occupational health obligations when considering any health issues that may affect your ability to work to help us to accommodate any disability.
- Recording racial or ethnic origin or religious beliefs to fulfil our statutory obligations to ensure equality of opportunity at work.
- Information for security and fraud prevention purposes. We may in the course of your recruitment and from time to time during your career undertake appropriate security and credit reference checks. In some instances, we may be required to provide certain information to a third party, such as the Inland Revenue or regulatory bodies.

You confirm that any information you submit as part of the job application process is complete and accurate at the time of the application and providing false information during any of the steps of the application process will lead to your rejection.

Under the terms of the Data Protection Act (2018), we need your authority to retain your personal data. By submitting your application, you are confirming that the information you have provided is true and complete and agree to the processing outlined above.

Changes to our Policy

We reserve the right to update or alter this policy from time to time without prior notice.

Concerns or Questions

If you have any queries or are unsure on any part of this policy, please contact HR@premierholidays.co.uk.