

Recruitment Privacy Notice

Last updated: 2 September 2026

1. Who we are

Land Drainage Consultancy Limited, trading as Land & Drainage Consultancy (LDC), is the controller of the personal information described in this notice. We are registered in England and Wales under company number 04795948. Our registered office is 13 Saturday Market, Beverley, HU17 8BB.

George Sheader is our Data Protection Lead for recruitment matters. For questions about recruitment privacy or to exercise a data-protection right, email careers@ldcl.co.uk, telephone 01377 236010, or write to the registered office above.

2. Who and what this notice covers

This notice applies when you apply for an advertised role, submit a speculative application or CV, or contact us about work experience or another opportunity. It also covers information about referees and other people included in an application. Recruitment is managed in-house. If you become an employee or worker, we will provide separate workforce privacy information.

3. Information we may collect

- Identity and contact details, including your name, address, email address and telephone number.
- Your CV and application information, including employment history, education, qualifications, professional memberships, skills, experience and interests.
- Information about the role sought, availability, location, working preferences, salary expectations and permission to work in the UK.
- Recruitment records, including correspondence, interview notes, assessment results, selection decisions and feedback.
- References and information reasonably needed to verify qualifications, experience or professional standing.
- Technical and security information generated when the careers page and upload facility are used, such as IP address, device/browser data and security logs.
- Where relevant and lawful, information concerning reasonable adjustments or health and the information required to complete a right-to-work check.

Please do not include information that is unnecessary for the application, such as copies of identity documents, bank details, detailed medical records, photographs or special-category information, unless we specifically request it through an appropriate secure process. Ask a referee or other person for permission before providing their details to us.

4. Where information comes from

We usually receive information directly from you through the careers form, email, telephone, interviews or assessments. We may also receive information directly from referees, former employers, publicly available professional sources and official services used to complete a lawful right-to-work check.

5. How and why we use applicant information

Purpose	Typical lawful basis	Additional condition where needed
Receive, acknowledge and manage an application; communicate with you; arrange interviews and assessments	Steps requested before entering into an employment contract and/or legitimate interests in operating a fair and effective recruitment process	Not normally applicable
Assess skills, experience, qualifications and suitability; keep selection records	Legitimate interests and, where directly connected with a proposed contract, pre-contract steps	Employment-law or legal-claims condition if special-category information is necessary
Verify identity and right to work in the UK	Legal obligation	An applicable UK-law condition where sensitive information is involved
Obtain references and verify qualifications or experience	Legitimate interests; legal obligation where applicable	An appropriate UK-law condition where sensitive information is involved
Consider and provide reasonable adjustments	Legal obligation and legitimate interests in accessible recruitment	Employment/social-protection law; in limited cases explicit consent may be used
Defend or resolve complaints and legal claims	Legitimate interests and legal obligation	Establishment, exercise or defence of legal claims
Retain a speculative application or consider you for a suitable future role	Legitimate interests where retention is expected, proportionate and time limited; otherwise consent where requested	Any sensitive information not needed for the future role should be removed

Where we rely on legitimate interests, those interests include finding suitable people, managing recruitment consistently, maintaining evidence of decisions, protecting our systems and establishing or defending claims. We consider the necessity and impact of the processing and do not rely on this basis where your rights override our interests. You may object to processing based on legitimate interests.

If we ask for consent, you may withdraw it at any time without affecting processing already carried out. We will not present acceptance of this notice as consent to recruitment processing.

6. Information required from you

The careers form requires your name, email address and a message. Providing a speculative CV is optional. During a recruitment process, we will explain if further information is needed to take steps towards a contract or comply with law. If you do not provide necessary information, we may be unable to progress the application. Please ensure that information you provide is accurate and let us know if it changes.

7. Special-category information

We use information about health or disability only where it is relevant to reasonable adjustments, fitness for a particular role, employment-law obligations or another lawful purpose. We do not request criminal-record or DBS information through the careers form. Please do not include this information in your CV or message.

8. Sharing applicant information

Recruitment is conducted in-house and we do not use recruitment agencies or external recruitment service providers. We restrict access to people who need the information for recruitment, administration, legal compliance or system support. Recipients may include:

- LDC directors, managers, interviewers and authorised administrative personnel involved in the decision;
- providers supporting our website, email and secure server, acting under contract and only as needed to provide those services;
- referees and former employers whom we contact directly;
- lawyers, insurers, auditors and other professional advisers; and
- courts, regulators, law-enforcement bodies or public authorities where disclosure is required or permitted by law.

We do not sell applicant information. We do not disclose it to clients or unrelated third parties merely because you have applied to us.

9. International transfers

LDC does not transfer applicant information outside the UK as part of its recruitment process. If this changes, we will update this notice and put an appropriate lawful safeguard in place before making a restricted transfer.

10. Retention

We keep personal information only for as long as reasonably needed for recruitment, legal obligations, complaints and potential claims. Applications received through the careers mailbox are stored on LDC's secure server and removed in accordance with the periods below:

- Unsuccessful applications for a specific role: normally six months after the final recruitment decision or closure of the process, unless a longer period is justified and communicated.
- Speculative applications and any talent pool: normally 12 months after receipt or last meaningful contact. We may ask whether you wish to remain under consideration before keeping information longer.
- Successful applications: relevant information is transferred to the personnel record and retained under the workforce retention schedule; duplicate recruitment copies are removed when no longer needed.
- Right-to-work, health, dispute and security records: retained under a separate period appropriate to the legal purpose and sensitivity, not automatically for the life of the general application record.

We may retain limited information for longer where law, litigation, a regulator, an insurer or an active dispute requires it. When information is no longer needed, it is deleted, anonymised or securely destroyed across the systems under our control.

11. Security

Applications and CVs are stored on LDC's secure server. We use proportionate technical and organisational controls, including access restrictions, secure configuration, backups and incident procedures. Access is limited to the relevant in-house recruitment personnel, and applicant information should not be circulated through unnecessary mailboxes or retained in unmanaged local copies. No internet transmission is completely secure, so do not use the general form for highly sensitive documents unless we have specifically requested them and confirmed a suitable method.

12. Automated decision-making

We do not use automated decision-making, profiling, automated scoring or AI-assisted CV screening in recruitment. Recruitment decisions are made by LDC personnel.

13. Your rights

Depending on the circumstances, you may have rights to be informed; obtain access and a copy; correct inaccurate information; request erasure; restrict processing; receive portable information; object to processing; withdraw consent; and obtain safeguards relating to solely automated decisions. These rights are not absolute and exemptions may apply, including where disclosure would adversely affect another person's rights or confidential references are protected by law.

To exercise a right, email careers@ldcl.co.uk. We may ask for information reasonably needed to confirm identity and locate the records. Requests are normally free and answered within one month. The period may be extended by up to two further months for a complex request or multiple requests, in which case we will explain the extension within the first month.

14. Complaints

If you believe we have infringed data-protection law, please contact George Sheader by emailing careers@ldcl.co.uk with the subject line 'Data protection complaint', or write to the registered office. Please explain the issue, the outcome sought and any relevant dates or evidence. We will acknowledge a complaint within 30 days and respond without undue delay, keeping you informed where appropriate.

You may also complain to the Information Commissioner's Office (ICO), the UK supervisory authority: ico.org.uk/make-a-complaint/, telephone 0303 123 1113. We would welcome the opportunity to address the issue first, but you do not have to contact us before approaching the ICO.

15. Changes to this notice

We may update this notice when our recruitment process, systems or the law changes. The current version will be published on the careers page with its update date. Material changes affecting an active application will be brought to your attention where appropriate.