



Mount Anvil,  
better London living

## Mount Anvil Recruitment Privacy Policy

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Mount Anvil is committed to protecting the privacy of our candidates. We will ensure that the information you submit to us is only used for the purposes set out in this policy.

To comply with the General Data Protection Regulation (2016), personal information that we collect:

- shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met;
- shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes;
- shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
- shall be accurate and, where necessary, kept up to date;
- shall not be kept for longer than is necessary for the specified purpose(s);
- shall be processed in accordance with the rights of data subjects under the Act;
- should be subject to appropriate technical and organisational measures to prevent the unauthorised or unlawful processing of personal data, or the accidental loss, destruction, or damage to personal data;
- shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

## Why we need your data

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We need your basic personal data to assess applications for vacancies at Mount Anvil and to contact you regarding our roles. The information required is not excessive and is given at your discretion. Information submitted in your CV will be used to progress your application.

We may keep you posted on future vacancies and opportunities if your initial application is unsuccessful, to opt out of these communications please contact [recruitment@mountanvil.com](mailto:recruitment@mountanvil.com)

## How we process your data

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Our in-house Recruitment team process personal data using a US based recruitment/applicant tracking solution named Greenhouse, who as a supplier are committed to satisfying a level of security compliance acceptable under EU law.

We may use your personal data to collaborate with our chosen 3<sup>rd</sup> party analytics software providers from time to time making every effort to ensure this data is anonymised where possible.

## How long we keep your data

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We will keep your basic personal data (name, address, contact details, CV) for a minimum of 3 years before it is deleted.

If at any point you would like to remove your personal data and CV from our recruitment database, please email the [recruitment@mountanvil.com](mailto:recruitment@mountanvil.com) and we will process your request.



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## How we keep your data safe

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We have a proactive data protection policy in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our website. (<https://www.mountanvil.com/privacy-policy/>)

If you have any queries regarding this policy please contact [recruitment@mountanvil.com](mailto:recruitment@mountanvil.com)