FCSCOMPLIANCE

Applicant for Employment

Last updated: 19 November 2026

FCS Compliance Ltd is committed to protecting and respecting your privacy.

This notification sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

For the purpose of data protection legislation, including the UK Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR), the UK Privacy and Electronic Communications Regulations 2003 (PECR), and other applicable legislation, the controller is: FCS Compliance Ltd, Ship House, 35 Battersea Square, London SW11 3RA.

As potential employee of FCS Compliance Ltd, we hold the following information about you:

- Contact details
- Name
- CV
- Date of Birth
- Qualifications
- References
- Any free text personal data that you may provide in your application.
- Interview Notes

This data may come directly from you, a job board or from a recruitment agency. We hold and process this data for the negotiation of a potential contract of employment with you. The lawful basis for processing your personal data is Article 6(1)(b) UK GDPR – processing is necessary for taking steps prior to entering into a contract.

If we are unable to process this data, we would not be able to process your application.

Should you be unsuccessful in your application, we will not retain your personal data.

Special-category data

We may process information about health or disability to meet our obligations in the field of employment. Our legal basis is Article 9(2)(b) UK GDPR. Access is strictly limited to HR and, where necessary, hiring managers subject to confidentiality.

Recipients of your data

Your data is stored on our UK-based, ISO-27001-certified cloud servers provided by our hosting provider. It may be shared with interview panelists and, where relevant, background-checking services.

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International transfers

We do not transfer your data outside the UK. If this ever changes, we will implement appropriate lawful transfer mechanisms.

Automated decision-making

We do not make any automated decisions about you. All decisions regarding your application involve human review.

Provision of data

Providing this information is voluntary but necessary to enter into a contract of employment. If you choose not to provide this data, we may not be able to process your application.

At the conclusion of all relevant retention periods, physical documents containing your personal data will be shredded, and all personal data held electronically will be deleted. We may retain your personal data for 6 months for the purpose of considering you for future roles, unless you request that we delete your personal data beforehand.

You have the following rights under UK GDPR (subject to conditions):

- To access and obtain a copy of your data
- To have inaccurate data rectified
- To request erasure ('the right to be forgotten')
- To restrict or object to processing
- To request data portability (where applicable)

You have the right to complain to us directly about how we have handled your personal data. Email privacy@fcscompliance.co.uk. You also have the right to complain to the Information Commissioner's Office (ICO) at ico.org.uk or on 0303 123 1113. Our Data Protection Officer can be contacted at dpo@theprivacyworx.com