



## **Privacy Notice -** **Recruitment**

### **Introduction:**

We are Port Vale Football Club.

Our compliance team and data protection officer can be contacted at [dpo@port-vale.co.uk](mailto:dpo@port-vale.co.uk) or in writing to Vale Park, Hamil Road, Burslem, Stoke-on-Trent, Staffs, ST6 1AW.

### **What we process and share:**

The personal data which we may process about you as a candidate for employment has been collected from you or has been received from third parties such as employment agencies. It may include your:

- Name
- Date of birth
- Residential address and address history
- Contact details such as email address and telephone numbers
- Financial information
- Employment history details
- Photograph
- Academic information
- Right to work
- Health screening results
- DBS screening checks
- Employment references
- Academic/training certificates
- Disclosure of convictions

When we process your personal data, we do so on the basis that we have a legitimate interest in the recruitment of suitable employees or workers, to verify identity, to protect the business and to comply with laws that apply to us. Such processing may also form part of the contractual relationship between us.

If you are successful in your application, and take up employment with us, we will retain your details. If you are unsuccessful, we will retain your details for up to 12 months for potential future opportunities.

### **Consequences of processing:**

Candidates who apply for employment with Port Vale Football Club may have their details checked against DBS and credit reference databases.

Should our investigations identify adverse findings for a candidate when applying for, or during the course of your employment with us, this may influence our decision to offer or continue employment.

Please contact the HR Department on 01782 655800 if you wish further details of the pre-employment checks.

## Data transfers:

The information provided in an application for employment will be used to process your application. It will not be passed to third parties or used for purposes other than as described above.

The information will be accessed and processed by us from within the UK/EEA. Your data will be hosted on servers located within the UK or EEA but may be transferred outside of the UK/EEA by the hosting provider (including where support and maintenance are required to the hosting infrastructure). Any transfer of your personal data outside of the UK/EEA shall only be to Hosting Providers who: (a) are located in a country for which the UK or European Commission has made a positive finding of adequacy; or, (b) have entered into a sub-processing agreement with the hosting provider under the standard contractual clauses or such other arrangements to ensure appropriate safeguards and require compliance with Data Protection Legislation, for the transfer of personal data outside of the UK/EEA.

## Your rights:

Your personal data is protected by legal rights, which include your rights to:

- Object to our processing of your personal data;
- Request that your personal data is erased or corrected;
- Request access to your personal data.

For more information or to exercise your data protection rights, please contact our HR team: [hr@port-vale.co.uk](mailto:hr@port-vale.co.uk). If you are unhappy about how your personal data has been used, we request that you discuss this with us first. However, you also have a right to complain to the Information Commissioner's Office <https://ico.org.uk/concerns/>, which regulates the processing of personal data.

Version Control History	Date	Owner	Approver	Signature
V1.1	08/01/2026	HR Department	CEO	<i>Matt Hancock</i>