

Costello Medical Recruitment Privacy Policy

Costello Medical Consulting Limited and its group companies (collectively “Costello Medical”, “we”, “us” and “our”) are committed to protecting your privacy. This policy has been written to outline Costello Medical’s processing activities relating to applicants’ personal information during the recruitment process.

We may change this policy from time to time.

Should you be successful and enter into an employment contract with us, our employee privacy notice will be provided within the Costello Medical company handbook.

Information Costello Medical Collects

During our recruitment process, we may collect all or some of the following information about you:

- Personal details – your name, age, date of birth and gender;
- Identification information – passport or Resident Identity Card;
- Contact information – residential address, telephone number and email address;
- Education and training details – education, professional training, academic qualifications and skills;
- Employment details – employment history, career history, recruitment and termination details;
- Details of any disabilities; and
- Details of any criminal convictions.

Use of Personal Information

Personal information will be used exclusively for recruitment purposes to determine your suitability to the role which you are applying for as well as your suitability to Costello Medical as a company.

Your identification information will be used to verify your right to work in the location to which you are applying.

Details of any disabilities will be used for equal opportunity purposes only. If you consider yourself to have any disability, we will assess whether any reasonable adjustments are necessary so that you will not be at a disadvantage during the recruitment process.

Security

Costello Medical will maintain all reasonable technical and organisational security measures to keep your personal information disclosed to us secure, including the use of firewalls and anti-virus malware.

Costello Medical will maintain the necessary security measures to prevent unlawful access, loss, destruction or damage to your personal information. In the event of a breach to Costello Medical’s security systems which results in the unlawful access, loss, destruction or damage to your personal information, you will be promptly notified by email, letter or telephone.

Costello Medical has contingency plans to address any cybersecurity incidents, network attacks or network intrusions.

Hard copy documents, either provided by you or created by us based on the documents you have submitted, which contain your personal data will be handled only by Costello Medical employees as required for our recruitment processes.

Access to Personal Information

Your personal data may be passed to other Costello Medical group companies to assist with the purpose of determining your suitability to the role which you are applying for as well as your suitability to Costello Medical as a company. Costello Medical group companies consist of the following entities:

- Costello Medical Consulting Limited, located in England and Wales.
- Costello Medical Singapore Pte. Ltd., located in Singapore.
- Costello Medical Consulting Inc., located in Massachusetts, USA.
- Costello Medical Shanghai, located in Shanghai, China.

Personal information will not be passed to any third-party organisation outside of the Costello Medical group listed above.

Your personal information will be retained for the duration of the recruitment process for the specific role that you are applying for. If you are unsuccessful in your application, then your personal information will be permanently deleted after such recruitment period, and not more than 6 months after your application is made. If you are successful in your application, then your personal information will be retained in line with the employee privacy notice contained within the Costello Medical company handbook.

Transfer of Personal Information

Your personal information will be transferred to servers in England and Wales, Singapore and the USA to allow employees of Costello Medical involved in the recruitment process to consider your application.

Your Rights

You are entitled to request:

- a copy of any of your personal information which we hold;
- the correction of any of your personal information which is inaccurate or false; and
- the deletion of any of your personal information if the collection or processing of your personal information violates provisions of the laws and regulations applicable.

You will not receive any commercial advertising or targeted marketing by consenting to the collection and processing of your personal information.