

Coronation Registrars Limited - Job Applicant Privacy Notice

Introduction:

At Coronation Registrars Limited, we are committed to protecting the privacy and security of your personal information. This Job Applicant Privacy Notice outlines how we collect, use, share, and retain your personal data during the application process. We respect your privacy and are dedicated to ensuring your information is handled with the utmost care.

What Information We Collect:

When you apply for a position at Coronation Registrars Limited, we may collect the following types of personal data:

Contact Information: Your name, address, email, and phone number.

Application Information: Your resume, cover letter, and any other documents or information you provide during the application process.

Educational and Professional Background: Details of your education, work history, and qualifications.

References: Information provided by your referees, with your consent.

How We Use Your Information:

We use your personal data for the following purposes:

Application Processing: To evaluate your qualifications and suitability for the position you applied for.

Communication: To contact you regarding your application status, interviews, and other job-related matters.

Background Checks: To conduct reference and background checks, with your consent.

Legal Compliance: To meet our legal and regulatory obligations.

Sharing Your Information:

Your personal data may be shared with the following parties:

Internal Employees: HR personnel and hiring managers involved in the recruitment process.

Third-Party Service Providers: Background check agencies, as required.

Board of Directors

Idaere Gogo Ogan (Chairman), Jibola Odedina (Non-Executive Director), Olusegun Ogbonnewo (Non-Executive Director),
Egbe Otubu (Non-Executive Director), Olurotimi Aleshinloye (Managing Director)

Legal Obligations: To comply with any legal requirements or regulatory authorities.

Data Retention:

We retain your personal data for the duration of the recruitment process. If your application is successful, your information will become part of your employee file.

If your application is unsuccessful, we will retain your data for a reasonable period to consider you for future opportunities, unless you request us to delete it.

Your Rights:

You have the right to:

- Access your personal data held by Coronation Registrars Limited.
- Correct inaccuracies in your personal data.
- Withdraw your consent for the processing of your data.
- Request the deletion of your data unless legal obligations require us to retain it.

Contact Information:

If you have questions or concerns about your privacy or the handling of your personal data during the application process, please contact us at careers@coronationregistrars.com

By submitting your application to Coronation Registrars Limited, you acknowledge that you have read and understood this Job Applicant Privacy Notice and agree to the collection, use, and retention of your personal data as described.