



Job Candidacy Privacy Notice (GDPR Compliant)

In relation to this application and/or submission of your CV, Town and Country Sport Club Company Limited (Thai Country Club and/or any of its associated companies (“TCC”, “we”, “us” or “our”) are responsible for deciding how we hold and use personal information about you. This privacy information notice makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise and/or the submission of your CV to our database.

Kind of personal information we hold about you

In connection with your application for work with us and/or your submission of your CV to our database, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, and qualifications.
- Any information you provide to us during an interview, where applicable.
- Questionnaires and tests results, such as the results of any occupational personality questionnaires, where applicable.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

Collection of your personal information

We collect personal information about candidates from the following sources (for b) to e), in each case where relevant):

- a) You, the candidate.
- b) Recruitment agencies.
- c) Background check providers, including for criminal records checks.
- d) Credit reference agencies.
- e) Your named referees.



Use of your personal information

We will use the personal information we collect about you solely for the purposes of keeping your CV on our database and/or your application, namely to assess your skills, qualifications, and suitability for the relevant roles, to carry out background and reference checks, communicate with you about the recruitment process, keep records related to our hiring processes and comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to work with us since it would be beneficial to our business to appoint someone to that role. We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your CV and/or your application form, we will then process that information to decide whether you meet the requirements to be shortlisted, interviewed and/or offered the role. If we decide to offer you the role, we may then take up references and criminal checks before confirming your appointment. In certain circumstances, such references and checks may be conducted as part of the decision-making process itself.

Failure to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application or CV submission successfully.

Use of sensitive personal information

Where applicable, we may use sensitive personal information you may wish to disclose (such as any disabilities) to make appropriate adjustments to the recruitment process. We may also use such information to ensure meaningful equal opportunity monitoring and reporting. Information about your criminal convictions, if any, will be used to ensure that we comply with the relevant legal requirements and may be used to identify your suitability for the relevant role and if you meet our high standards of trust and integrity.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Sharing of your personal information

We may share your personal information between us and with relevant third parties, which may involve a transfer across border and outside your jurisdiction. Where this is the case, appropriate safeguards have been taken to ensure a lawful transfer of your personal information to a destination outside your jurisdiction.



We will only share your relevant personal information with the following third parties (always solely for the purposes of processing your application or storing your CV and always in accordance with our instructions):

1. such third parties as necessary make any necessary employment reference checks;
2. agents, contractors or third parties who provide administrative or other services to us; examples of such persons are external auditors, legal advisors, medical practitioners, trustees, insurance companies, personality and other assessments service providers, actuaries and any consultants/agents appointed by us to plan, provide and/or administer employee benefits; and
3. subject to your consent, persons seeking employee references.

We note that this recruitment platform is facilitated by a third-party service provider. We are not responsible for the data collection and use practices, privacy policy or the use of Cookies of the third-party service provider. We advise you to review the privacy policies of such third party before submitting personal data.

Data retention

We will retain your personal information for such period as necessary to comply with our legal requirements and our data retention policy. We retain your personal information for that period so that we comply with our legal obligations and can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy and applicable laws and regulations.

It is our policy that unsuccessful applicants may be reconsidered for employment when there are vacancies with us or any of our associated companies. You agree to us retaining your personal data for up to two years for the purpose of reconsideration of recruitment.

Personal information and data security

We will comply with data protection law and principles, which means that your personal information will be (i) used lawfully, fairly and in a transparent way; (ii) collected only for valid purposes and not used in any way that is incompatible with those purposes; (iii) relevant to the purposes we have told you about and limited only to those purposes (iv) accurate and kept up to date; (v) kept only as long as necessary for the purposes we have told you about; and (vi) kept securely.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.



Rights in connection with personal information

Under certain circumstances, you have the right to request access to, correction or erasure of the personal information we hold about you. You may also have the right to object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. Finally, you may have the right to request the restriction of processing of your personal information and a transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact hr@thaicountryclub.com in writing.

When you apply for this role or submit your CV, you provide consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time (to do so, please contact hr@thaicountryclub.com). Once we have received notification that you have withdrawn your consent, we will no longer process your application or store your CV and, subject to our retention policy, we will dispose of your personal data securely

Contact

If you have any questions about this privacy information notice or how we handle your personal information, please contact us at hr@thaicountryclub.com. You may also have a right to lodge a complaint with the data protection supervisory authority in your jurisdiction.