



Amadeus Graduate Programme Privacy Policy



Amadeus Software Limited

Email: info@amadeus.co.uk
Tel: +44 (0) 1993 848010
Web: www.amadeus.co.uk

The Old School Hall, 11 Wesley Walk,
Witney, Oxfordshire, OX28 6ZJ, England
Company Registration Number: 261 8399

This privacy notice tells you how we handle your personal information which is collected, handled and processed by Amadeus Software Ltd.

Amadeus Software Ltd of The Old School Hall, 11 Wesley Walk, Witney, Oxfordshire, OX28 6ZJ is the Data Controller.

What information will we collect?

The information we may hold for you are as follows:

When you send your CV to apply for the graduate programme, we hold the following information:

- Your name
- Your address
- Your email address
- Your telephone number
- Your CV or work history

If you are offered a role on the Graduate Programme with Amadeus Software Ltd, we will hold the following additional information:

- Passport copy
- Date of birth
- National Insurance number
- References
- Financial information (payroll details and terms, HMRC data, pension scheme details, student loan repayment)
- Communication over email and telephone with you

How we use your information

The information we have has been provided by you through the application process.

If we ask for references, we will only contact the individuals you provide us.

The above information is used as an application to the Amadeus Graduate Programme. If your application is unsuccessful your application data will be discarded from our system immediately.

If your application is successful and you join the Amadeus Graduate Programme, your data will be used as follows:

- To establish your right to work
- To create contractual agreements and documentation for the new role
- To pay your salary
- To put forward your details to our clients for you to be considered for your customer placement
- To place you with our clients

How we hold your personal information

All of the personal data we have is stored on our database in the UK.

Disclosure of your information

Your CV will be shared or sent to our clients who are interested in the graduate placement. Once you have secured the placement, additional information will be provided to them to enable the placement to proceed. Our clients are always located inside the European Economic Area (EEA). Personal data will not be transferred to a country outside the EEA.

Processing your information

When you send your CV to the graduate programme you are giving us consent to process your information.

We are legally obliged to establish your right to work in the UK through information and documentation processed by us.

When a placement has been arranged for you, we will process your personal data for the purpose of creating a written contract between the client and ourselves.

We are legally obliged to provide your payroll details to HMRC.

Your rights

At any time you have the right to request a copy of information about you that we hold. You also have the right to object, restrict data processing, erase your data and data portability. If you would like more information, please email info@amadeus.co.uk

Data Retention

Unsuccessful application:

- Your data will be discarded immediately.

Successful application:

- Your data will be kept on the Amadeus Software Ltd database during your employment and 7 years after your contract end.

Withdrawal of consent

You have the right to withdraw your consent to process your data at any time. If you would like to do so, please email info@amadeus.co.uk

Contact

Should you have comments, questions or concerns, please contact us using the details below:

Amadeus Software Limited,
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SAS Software | SAS Consultancy | Data Science

SAS Training | SAS Managed Services | Graduate Placement

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