



## Privacy Notice

As part of the recruitment process, Polka collects and processes personal data for all applicants and we are committed to meeting our obligations under the requirements of General Data Protection Regulation 2018.

In submitting your CV and cover letter application you acknowledge that the personal information you have provided will be shared with those people directly involved in the recruitment process. Your CV and cover letter will be stored digitally in a secure location on our server, with access restricted to those people who are involved in the management of the recruitment.

If your application is unsuccessful, we will keep your CV, cover letter and personal data on file for 1 year in case there are future opportunities which we think may be of interest to you. If we need to keep your information for longer than this you will be asked for your consent and you are free to withdraw your consent at any time.

For further information about how we manage and protect your personal information please visit our website at the following link: <http://www.Polka.com/privacy-policy/>

## Declaration

I declare that the information contained in my cover letter and CV is correct to the best of my knowledge.

**Signed:**

**Date:**

*If application is by e-mail, your signature will be required prior to any subsequent offer.*

***We regret that late applications will not be considered.***