



Privacy Policy

Govia Thameslink Railway Limited is committed to protecting the privacy and security of your personal information.

This Notice describes how we collect and use personal information about you before your working relationship with us, in accordance with our obligations under Data Protection Law (and specifically the General Data Protection Regulation (GDPR)).

This Notice applies to all job applicants whose personal information is held by us. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

Govia Thameslink Railway Limited is a "data controller" in respect of your personal information. This means that we are responsible for deciding how we hold and use personal information about you.

If we collect sensitive personal data about you, before during and after your working relationship with us, we will provide further information about why it is requested. Some sensitive information is requested to ensure we are providing equal opportunities in accordance with the Equality Act 2010 and this is held separately and does not form part of the decision-making process for recruitment and selection.

If you are unsuccessful the personal information you have provided in the application process will be held on our system for a maximum of 12 months. If your application is via an agent, we may need to keep the information for a longer period. If you join us we will collect additional personal information in the course of job-related activities throughout the period of you working for us.

We will request references following an offer of employment and make additional checks in relation to the personal information provided. If the job role you have applied for requires additional information, such as evidence of qualifications, checking of driving licenses and similar you will be advised during the selection process.

If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able process an application or continue with an interview process, for example we are required to ask for some details in regards to your identity and right to work in the UK.

Information about criminal convictions

We may only use information relating to criminal convictions where the law allows us to do so. We will only collect information about criminal convictions if it is appropriate given the nature of the role for example carrying out a DVLA check for a driver, and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process via the Disclosure and Barring Service (DBS) or we may be notified of such information directly by you in the course of you working for us.

Data we share

We may have to share your data with third parties, including third-party service providers and to our Group Company or subsidiaries. This is because some HR functions and IT functions are managed jointly and some of these functions are also outsourced.





Transferring information outside the EU

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Data Security

We have put in place measures to protect the security of your information. Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

Your Rights

To the personal data we hold about you

You can ask the Data Protection Manager for a copy of your personal data and other information about why we process it. This is free and can be provided electronically if requested. Note we may not be able to disclose information to you that contains personal data about someone else.

We may refuse a request or charge a fee where a request is manifestly unfounded or excessive or a copy has already been provided.

You also have rights in relation to rectification, restriction, deletion, objection, portability and automated decision making. Please ask if you require more information about these or contact the Data Protection Manager.

If we do not take the action requested, or do not respond at all within a month, you can lodge a complaint with the Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF <https://ico.org.uk/global/contact-us/> and seek a judicial remedy.

If you have any queries or concerns about how we manage your personal information you can contact our Data Protection Manager at Privacy@gtrainway.com

