



JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, the Company collects and processes personal data relating to job applicants.

This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- Information about your entitlement to work in the UK;

You are under no statutory or contractual obligation to provide data during the recruitment process. However, if you do not provide the information, the Company may not be able to process your application properly or at all.

The Company collects this information in a variety of ways, for example, application forms, CVs or resumes, recruitment companies, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. The Company will also collect personal data about you from third parties, such as references supplied by former employers and information from employment background check providers. The Company will seek this information from third parties only once a job offer to you has been made. Your data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

The Company needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you. In some cases, the Company needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts. For some roles, the Company is obliged to seek information from the Disclosure and Barring Service about criminal convictions and offences. Where the Company seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team, interviewers involved in the recruitment process and managers / supervisors in the business area with a vacancy. The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Company to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Company may also need to process data from job applicants to respond to and defend against legal claims. The Company processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

The Company takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. If your application for employment is unsuccessful, the Company will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the Company to keep your personal data on file, the company will hold your data on file for a further 12 months for consideration for future employment opportunities. The Company will ask for your consent before it keeps your data and you are free to withdraw your consent at any time. At the end of that period, your data is deleted or destroyed. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR), which will come into effect in the UK on 25 May 2018.