

PRIVACY POLICY FOR JOB APPLICANTS

This policy gives information which should be read in addition to the information given in the main privacy notice on our web site.

Types of information we collect

This policy covers the information you share with us and/or which may be acquired or produced by us, during the application or recruitment process including:

- your name, address, email address, telephone number and other contact information;
- your C.V. and other information you provide to us in support of an application;
- information from interviews and phone-screenings
- reference information and/or information received from background checks (where applicable), including information provided by third parties; and/or
- Information relating to any previous applications you may have made to us and/or any previous employment history with us, where those records have been retained.

How we use information we collect and for what purpose

Your information will be used for recruitment process which includes:

- assessing your skills, qualifications and interests against our career opportunities;
- verifying your information and carrying out reference checks and/or conducting background checks (where applicable);
- communications with you about the recruitment process and/or your application
- making improvements to our application and/or recruitment process including training, improving diversity in recruitment practices; and/or
- complying with applicable laws, regulations, legal processes or enforceable requests.

If you are offered and accept employment with us, the information collected during the application and recruitment process will become part of your employment record and may be used for purposes associated with your employment. All employees are supplied with our Privacy Policy for Employees. If your application is unsuccessful your information will be retained for a maximum of 12 months.

Who may have access to your personal data

Your data may be shared with our affiliates, subsidiaries or joint ventures in the UK and in other jurisdictions.

We may also use service providers acting on our behalf to perform some of the services described above including for the purposes of the verification / background checks. These service providers may be located outside the country in which you live or the country where the position you have applied for is located.

We may sometimes be required to disclose your information to third parties such as local authorities, courts and tribunals, regulatory bodies and/or law enforcement agencies for the purpose of complying with applicable laws and regulations, or in response to legal processes,

We may also share your personal information with third parties to detect, prevent or otherwise address fraud, security or technical issues, or to protect against harm to the rights, property or safety of us, our customers, applicants, candidates, employees or the public or as otherwise required by law.

It is your responsibility to obtain consent from referees before providing their personal information to us.

Rights of Access

You have the right to access information held about you. The ICO are the Supervising Authority for Data Protection and you have the right to complain to them if you wish to do so. You can find further information on their website <https://ico.org.uk/>

Changes to this Policy

We may change this policy from time to time. We will post any changes to this policy on this page.