

## PRIVACY NOTICE - JOB APPLICANT

### What information do we collect and process?

We collect and process personal data about you when you apply for a job with us.

The personal data we process includes:

- your name, home address, email address and/or phone numbers;
- your date of birth, marital status, nationality and National Insurance number (where you provide this to us);
- your educational and employment history;
- other information contained within your CV or other documents or information you submit to us;
- information from the selection process, if any;
- references and assessments relating to your work for previous employers;
- medical and financial information (where you provide this to us);
- information to confirm your identity and right to work, such as a copy of your passport;
- information relating to your feedback on our organisation.
- With your specific consent, information relating to your ethnicity, gender, nationality, disability, religion, sexual orientation and other diversity-related information.

### What is the source of this information?

We obtain this information directly from you and our personnel, as well as from third parties such as recruitment agencies or former employers. We may also obtain it from your public profiles available online.

### How do we use this information and what is the legal basis for this use?

We process the personal data listed in paragraph 1 above for the following purposes only in accordance with our legitimate interests:

- to enable us to comply with our legal and regulatory obligations;
- to make recruitment decisions;
- to prevent and detect fraud and other wrongdoing;
- to establish, exercise or defend our legal rights; and
- to manage risk

### With whom and where will we share your personal data?

We may share your personal data for the purposes of intra-group administration. We may also share your personal data with our professional advisors such as our auditors and external legal and financial advisors.

Personal data may be shared with government authorities and/or law enforcement officials if mandated by law or if needed for the legal protection of our legitimate interests in compliance with applicable laws. Personal data may also be shared with third party service providers who will process it on our behalf for the purposes above.

### **How long will you keep my personal data?**

We will not keep your personal information for longer than is necessary and will only retain the personal information that is necessary to fulfil the purpose. We are also required to retain certain information by law or if it is reasonably necessary to meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce our terms and conditions.

We will keep the personal data connected to your job application (including any interview records) for 6 months from the date of their creation or receipt from you. If your application is successful and you become a member of staff we will provide you with a copy of the Staff Privacy Notice. The retention periods referred to therein will apply to your personal data during your employment.

### **Where is my data stored?**

The information that we collect from you will be processed by staff operating within the European Economic Area ("EEA"), who work for us or for one of our suppliers.

### **What are my rights in relation to my personal data?**

Where you have consented to us using your personal data, you can withdraw that consent at any time.

If the information we hold about you is inaccurate or incomplete, you can notify us and ask us to correct or supplement it.

You also have the right, with some exceptions, to ask us to provide a copy of any personal data we hold about you.

Where you have provided your data to us and it is processed by automated means, you may be able to request that we provide it to you in a structured, machine readable format.

If you have a complaint about how we have handled your personal data, you may be able to ask us to restrict how we use your personal data while your complaint is resolved. In some circumstances you can ask us to erase your personal data (a) by withdrawing your consent for us to use it; (b) if it is no longer necessary for us to use your personal data; (c) you object to the use of your personal data and we don't have a good reason to continue to use it; or (d) we haven't handled your personal data in accordance with our obligations.

### **Where can I find more information about the handling of my data?**

Should you have any queries regarding this Privacy Notice, about RPP's processing of your personal data or wish to exercise your rights you can contact us at [info@rpp.co.uk](mailto:info@rpp.co.uk) If you are not happy with our response, you can contact the Information Commissioner's Office: <https://ico.org.uk/>.