

# CANDIDATE DATA PRIVACY NOTICE



## **What is a privacy notice?**

We want to ensure you understand what information we collect about you during our recruitment process, how we will use it and for what purpose. We are also required by data protection legislation to explain certain matters to you.

## **What information about you will we collect and use?**

As part of our recruitment process, we will collect, store and process personal information about you.

This personal information will include your:

- name, address, contact details, gender and immigration status;
- academic record and qualifications;
- recruitment and employment history including information about your previous remuneration;
- any other information you have provided to us voluntarily including in your application, curriculum vitae or interview.

## **How and why will we use your personal information?**

As you will appreciate, we need to use your personal information to process your application and determine your suitability for the role. We also need to ensure that we comply with our legal obligations regarding checking your right to work in the UK.

In most cases, we will use your personal information to comply with our legal obligations, to take steps towards entering into a contract with you, or to further the Company's legitimate business interests.

The situations in which we will commonly use your personal information include:

- assessing your skills, qualifications and suitability for the role;
- carrying out our vetting processes;
- communicating with you about the recruitment process;
- making informed and fair recruitment decisions;
- maintaining appropriate records of our recruitment process.

We are guided by the principle that you should not be surprised by any use we make of your personal information.

## **What happens if you do not provide your personal information?**

You are required by law to provide certain personal information to us, for example to enable us to verify your right to work in the UK in the event that we offer you a job.

If you fail to provide certain personal information when requested, we may not be able to continue with your application.

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## Who else might your personal information be shared with?

Following our decision to offer you a contract of employment, we may share your information with appropriate third parties. These may include:

- Our occupational health providers Health Assured in relation to any pre-employment medical questionnaire/examination;
- previous employers, or named individuals as part of a reference request process;
- our group companies for the purposes of future employment;

The Company is part of a global organisation and to ensure the provision of effective and efficient services and communication throughout the group, we are required to transfer your personal information internationally (such as to our group company Encompass Digital Media Inc).

For internal transfers between group companies we have in place an intra group transfer agreement which incorporates the EU approved model clauses for transfers as well as other contractual protections. You can contact us as set out in this notice if you would like more information on this.

## For how long will your personal information be kept?

If your application is unsuccessful:

- your personal information will be retained for six months after we have notified you of our decision, in case there is any dispute in connection with your application; and
- we will ask you if you would like us to retain your personal information in case any suitable alternative vacancies arise in the future. If you agree to us doing so, you are free to withdraw that consent at any time.

If your application is successful, you will be sent a new privacy notice explaining this.

## How will your personal information be kept safe?

We take the security of your personal information very seriously and we have put in place internal controls and security measures to protect it. Access to your personal information is restricted to those employees, workers and agents who strictly need it as part of the recruitment process. We also have cyber security measures in place [*as set out in our IT policy*]. We take steps to ensure that third parties who have access to your personal information only process it on our instructions and are subject to a duty of confidentiality. We have put in place appropriate procedures to deal with any suspected data security breach [*- please refer to our data protection policy/breach notification policy for more details.*]

## What are your rights in relation to your personal information?

You have certain rights in relation to your personal information as summarised here. For more information on your rights see our Data Protection Policy and the contact details at the bottom of this notice:

- **Right to be informed** - you have the right to be provided with clear, transparent and easily understandable information about how we use your personal information and your rights; this is why we are providing you with this privacy notice;

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- **Right of access** - you can request access to your personal information; please see our Data Protection Policy and Access Request Form for further details;
- **Correcting or erasing your information** - where we hold information about you that is inaccurate or incomplete, you have the right to ask us to rectify or complete it, and in certain circumstances you may ask us to erase it;
- **Right to restrict processing** - you have the right to restrict some processing of your personal information, which means that you can ask us to limit what we do with it;
- **Right to object to processing** - you can object to us processing your personal information in certain circumstances, including where we are using it for the purpose of the Company's legitimate business interests;
- **Right to complain** - you are able to submit a complaint to the Information Commissioner's Office about any matter concerning your personal information, using the details below. However, we take our obligations seriously, so if you have any questions or concerns, we would encourage you to raise them with us first, so that we can try to resolve them.

Information Commissioner's Office  
Wycliffe house  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel 0303 123 1113  
[www.ico.org](http://www.ico.org)

### Questions?

If you have any questions about anything in this privacy notice, please contact:

Laura Veale  
People Director, EMEA  
0207 131 5735

Our general contact details are: Encompass Digital Media Ltd. 610 Chiswick High Road, London, W4 5RU.