V1.0

PRIVACY NOTICE

This privacy notice describes how we collect and use personal information about you during the recruitment and registration process in accordance with the General Data Protection Regulation (GDPR) and applies to all candidates and successful applicants.

This privacy notice is for information only: it is not a contractual agreement.

WHAT INFORMATION DO WE COLLECT?

In connection with your application for work with us, we will collect, store and use the following categories of personal information about you.

- The information you have provided to us in your CV and if included, your covering letter/email.
- Any information you provide to us in relation to your right to work documentation.
- Upon Employment, this may include data on family members or responsible relatives for the purpose of work related emergencies.

We may also collect and store or use the following special categories of more sensitive personal information.

- Information about your race or ethnicity (as part of equal ops and for other purposes, such as UK Government Funded Schemes that we may engage with).
- Information about your health, including any medical condition/s, to include your health and sickness records

We collect personal information from the following sources:

- You the candidate; that which you provide to us
- Recruitment agencies
- Employment background check provider (only when appropriate to the job being applied for)
- Your suggested named referees provided to us by you

Why do we process personal data?

We need to process your personal data to take reasonable steps at your request prior to entering into a contract with you. We also need to process your data to enter into an employment contract with you.

In some cases, we need to process your data in order to make any checks about your immigration status, through the Right to Work process, to ensure that we are complying with our legal obligations.

As a company we have a legitimate interest in processing your data. Processing data from you allows us to manage the recruitment process, assess and confirm your eligibility and suitability for employment and to make decisions on who we should offer a job to. We also require this information to onboard you with the company as a result of a successful application for employment.

We may process health information, to maintain our obligations to you and to everyone who works at the company in a duty of care capacity. This is also to carry out our obligations and exercise specific rights in relation to employment and to make any reasonable adjustments to either the recruitment process or to support you at work once you have accepted a job offer.

We will not use your data for any purpose other than the recruitment process or for employment purposes.

WHO HAS ACCESS TO YOUR DATA?

Your information will be shared internally for the purposes of recruitment and employment. This will include: CEO, Director of Operations, HR representatives, any person involved in the recruitment process, managers within the business area that the vacancy applies to and any support staff that will be involved during the vetting process. Your information may be shared with supporting IT members or organisations where it may be necessary for the performance of their duties.

We will not share your data with any third party/parties, unless your application for employment is successful where an offer of employment is made. We might share your data with your former employer to obtain references, however usually we would ask you to provide those details to us and by doing so you give your consent for us to approach them.

HOW WE PROTECT YOUR DATA?

We take the security of your data as a paramount consideration. The company

has put in place measures to protect your personal important information. We limit access to your data to any personnel within the organisation who have a legitimate business need to know. They will only process your information on our instructions and these personnel are bound by a duty of confidentiality.

We will notify you should a breach of your data be detected and any legal regulator where we are legally obliged to do so.

HOW LONG DO WE HOLD YOUR DATA?

Should your application or employment be unsuccessful, we may hold your data on file for a period of 6 months or until the recruitment process has been completed. After this period of time has elapsed we will securely destroy your personal information.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file which will be retained securely within the HR department.

As a data subject, you have the following rights;

You can:

- Access and obtain a copy of your data upon written request ● Ask us to correct or change any incorrect or incomplete information ● Require us to delete or stop processing your data where for example the data is no longer necessary for the purpose of processing
- Object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing
- Ask us to stop processing data for a period of time if the data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing the data

If you would like to exercise any of the above rights then please contact our HR Department.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner's Office.

WHAT IF YOU DO NOT WANT TO PROVIDE PERSONAL DATA?

You are under no obligation to provide us with data during the recruitment process, however, should you choose not to provide information, we may not be able to process your application properly or at all and this would then inhibit our ability to be able to take you through the recruitment process and therefore prohibit us from be able to offer employment to you.

We do not use an automated decision making process.

CHANGES TO THIS PRIVACY NOTICE

We as a company reserve the right to update this privacy notice at any time, without notification.

If you have any questions about this privacy notice then please contact our HR Department or our Director of Operations.

Reviewed September 2025 - Adam Steventon, Director of Operations

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