



PRIVACY NOTICE – JOB APPLICANTS

The Rigmar Group is committed to protecting the privacy and security of your personal information.

As part of the recruitment process, the Rigmar Group collects and processes personal data relating to job applicants. This Privacy Notice describes how we use that data and meet our obligations in accordance with data protection legislation, including the General Data Protection Regulation (GDPR) and Data Protection Act 2018, as may be amended from time to time.

It applies to all job applicants who submit personal data in the form of CVs, cover letters, application forms and copies of training records/certification to the Rigmar Group, speculatively or in response to a job advertisement.

Successful applicants will have access to our privacy notices for employees, workers, contractors, volunteers and interns when we are collecting or processing additional personal information about you, so that you are aware of how and why we are using such information.

Personal data to which this Privacy Notice relates will be stored in our personnel management systems and other IT systems including email.

WHAT KIND OF INFORMATION DO WE COLLECT?

We collect, store and use the following categories of personal information about you:

- Personal contact details such as name, title, address, telephone numbers, and personal email addresses
- Details of your qualifications, skills, experience, employment history and professional memberships
- Information about your current level of remuneration, including benefit entitlements
- Proof of identify, eg driving licence or passport
- Right to work documentation, references and other information included in a CV or cover letter or as part of the application process.

We may also collect, store and use the following ‘special categories’ of more sensitive personal information:

- Information about any disability to enable us to make reasonable adjustments for candidates who have a disability.

We may also collect personal data about you from third parties, however, we will only seek information from third parties once a job offer to you has been made and will inform you that we are doing so.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about potential employees, workers, contractors, volunteers and interns through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties such as employers, or background check agencies for example Disclosure Scotland.

HOW WILL WE USE INFORMATION ABOUT YOU?

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to take steps at your request prior to entering into a contract with you, or to enter into a contract with you
2. Where we need to comply with a legal obligation, eg mandatory check a successful applicant’s eligibility to work in the UK before employment starts

3. Where it is necessary for our legitimate interests, eg processing data from job applicants to allow us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests)
2. Where it is needed in the public interest or for official purposes.

Change of purpose

We will only use your personal information for the purposes for which we collected it.

DATA SHARING

We may have to share your data with third parties, including (but not limited to) third-party service providers and other entities in the group.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Why might we share your personal information with third parties?

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

How secure is your information with third-party service providers and other entities in our group?

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We only permit them to process your personal data for specified (recruitment) purposes and in accordance with our instructions.

When might we share your personal information with third parties and other entities in the group?

We may share your personal information with third parties and other entities in our group for recruitment purposes where a vacancy considered suitable may exist in other business areas. Information may be shared with members of the HR and Personnel Logistics' team, interviewers involved in the recruitment process and managers in the business area with the vacancy.

Transferring information outside the EU

There is an adequacy decision by the European Commission in respect of some countries outwith the EU. This means that these countries to which we transfer your data are deemed to provide an adequate level of protection for your personal information.

However, to ensure that your personal information does receive an adequate level of protection we have put in place standard policy terms for data protection to ensure that your personal information is treated by those third parties in a way that is consistent with and which respects the EU and UK laws on data protection. If you require further information about these protective measures, you can request a copy from the Group HSEQ/HR Manager.

DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

DATA RETENTION

How long will we use/hold your information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for.

If your application is speculative and we have no suitable vacancies, your personal data will be deleted or destroyed immediately.

If your application is unsuccessful, the organisation will retain your data on file for six months after the end of the relevant recruitment process. When you are asked, and have agreed, to give us consent to hold your details for a further six months for consideration for future employment opportunities, at the end of that period, or once you withdraw your consent, 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 Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

YOUR RIGHTS IN CONNECTION WITH PERSONAL INFORMATION

Under certain circumstances, by law you have the right to:

- **Request access** (commonly known as a 'data subject access request') - this enables you to request to receive a copy of the personal information we hold about you
- **Request correction** - this enables you to request to have any incomplete or inaccurate information we hold about you corrected
- **Request erasure** - this enables you to request us to delete or remove personal information where there is no good reason for us continuing to process it; you also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing it
- **Object to processing** - where we are relying on a legitimate interest (or those of a third party) and there is something which makes you want to object to processing on this ground
- **Request the restriction of processing** - this allows you to request us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

If you want to exercise any of the above rights, please contact the Group HSEQ/HR Manager in writing.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.