



# JOB APPLICANT PRIVACY NOTICE FOR PROSPECTIVE EMPLOYEES, WORKERS AND CONTRACTORS (UK)

As part of any recruitment process, PD&MS Group collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meet our data protection obligations.

## What information does PD&MS Group collect?

We collect a range of information about you. This may include:

- **Personal Contact Details** - your name, address and contact details, including email address and telephone number;
- **Qualifications and Education** - details of your qualifications, skills, experience and employment history;
- **Employment information** - about your current employment, level of remuneration, including benefit entitlements;
- **Fitness to Work** - whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process; and
- **Right to Work** - information about your entitlement to work in the UK.

## How does PD&MS Group collect your personal data?

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will only seek information from third parties once a job offer to you has been made and will inform you that this is being requested.

## Where will PD&MS Group keep your personal data?

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

## Why does PD&MS Group process personal data?

We need to process data in order to take steps in the recruitment process and to progress towards potentially entering into a contract with you.

In some cases, we need to process data to ensure that it complies with our legal obligations. For example, it is a requirement that we check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows 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 process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to allow us to carry out our obligations and ensure you exercise your specific rights in relation to employment.

If your application is unsuccessful, we may keep your personal data on file in case there are future employment opportunities for which you may be suited. You are free to withdraw your consent at any time.

## Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.



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We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you.

It is possible that we may transfer your personal data outside the EEC, if the role you are being considered for is based there. If we do then we require the same security measures and safeguards to be in place as when data is transferred within the UK, so you can expect a high standard and continued protection of your personal information.

## How does PD&MS Group protect data?

We take the security of your data seriously. We have internal policies and controls with access restriction in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel and third party providers in the proper performance of their duties or in the legitimate performance of their duties in relation to the recruitment process.

## For how long does PD&MS Group keep data?

If your application for employment is unsuccessful, we may hold your data on file for 2 years after the end of the relevant recruitment process, this is to allow 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 personnel file 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

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- ask us to change incorrect or incomplete data;
- ask us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on its legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period of time if data is inaccurate, or if there is a dispute about whether or not your interest overrides the Company's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Terri Taylor, HR Manager on [datamanagement@pdms-group.com](mailto:datamanagement@pdms-group.com).

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner, their contact details can be found on <https://ico.org.uk/>

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

## Automated decision-making

Recruitment processes are not based solely on automated decision-making.

**Data Controller: Frank Herlihy, Chief Financial Officer, [datamanagement@pdms-group.com](mailto:datamanagement@pdms-group.com)**