

Job Applicant Privacy Notice

As part of any recruitment process, EDP collects and processes personal data relating to job applicants. EDP is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What Information does EDP Collect?

EDP collects a range of information about you. This includes:

- Name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- If you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the UK.

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

EDP will also collect personal data about you from third parties, such as references supplied by former employers. EDP will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

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 EDP Process Personal Data?

EDP needs to process data to take steps at your request prior to entering into a contract with you. In some cases, EDP needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

EDP has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. EDP may also need to process data from job applicants to respond to and defend against legal claims.



Where EDP relies on legitimate interests as a reason for processing data, it has considered if those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

EDP processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where EDP processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

On occasion, EDP is obliged to seek information about criminal convictions and offences. Where it seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

Who has Access to Data?

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR 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.

EDP will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you. It may need to share your data to undertake employment background check with providers of background checks.

Your data may be transferred outside the European Economic Area (EEA) to facilitate your future employment with another employer, or to gain a reference from a former employer. Data is transferred outside the EEA on the basis of the employment process.

How does EDP Protect Data?

EDP takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our team members in the proper performance of their duties and access is restricted.

How Long does EDP Keep Data?

If your application for employment is unsuccessful, EDP will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow EDP to keep your personal data on file, it will do so 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 personnel file and retained during your employment. The periods for which your data will be held will be provided to you in the EDP Employee 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;
- Require EDP to change incorrect or incomplete data;
- Require EDP 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 EDP is relying on its legitimate interests as the legal ground for processing; and
- Ask EDP to stop processing data for a period of time if data is inaccurate or there is a dispute about if your interests override EDP's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact teamedp@edp-uk.co.uk

You can make a subject access request if you believe that EDP has not complied with your data protection rights and you can complain to the Information Commissioner.

What if You do not Provide Personal Data?

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

If you believe that EDP has not complied with your data protection rights, you can complain to the Information Commissioner.

Automated Decision-making

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