

Job Applicant Privacy Notice

krow as a 'data controller' are fully committed to processing your data securely and transparently. This privacy notice is for anyone applying for work with us as either an employee, worker or contractor. This notice sets out, in line with GDPR, the types of data that we collect and hold on you as a job applicant. It also sets out how we use your information, how long we keep it for and other relevant information about your data.

Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the course of your employment in ways that have been explained to you
- only use your data in the way that we have told you about and ensure that it will not be used for anything that you are now aware of or have consented to
- ensure it is correct and up to date
- keep your data for only as long as we need it
- keep it securely

Types of information that we hold about you

In connection with your application to work for us we will collect, store and you the following categories of data:

- information provided in your cv and covering letter which may include your name, title, address, date of birth, email address, phone numbers, employment history, education history, references, qualifications, your photograph, gender, marital status and documentation relating to your right to work in the UK

How we collect your data

We collect data about you in a variety of ways including the information you would normally include in your CV, cover letter, recruitment agency and notes made by members of our recruitment team during interviews.

Further information will be collected directly from you when you complete forms at the start of your employment, for example, your bank and next of kin details. Other details may be collected directly from you in the form of official documentation such as your passport or other right to work evidence.

In some cases, we will collect data about you from third parties, such as recruitment agencies, former employers or nominated referees when gathering references or background checks.

Personal data is kept in recruitment files or within the Company's HR and IT systems.

How will we use information about you?

We will use the personal information we collect about you to:

- assess your skills, qualifications and suitability for the role
- Carry out reference checks, where applicable
- communicate with you during the recruitment process
- to decide whether we wish to enter into a contract of employment or contract for services with you
- keep records relating to our recruitment process
- comply with legal or regulatory requirements

If you are unsuccessful in securing employment with us, we will seek your consent to retaining your data in case other suitable job vacancies arise in the Company for which we think you may wish to apply. You are free to withhold your consent to this and there will be no consequences for withholding consent.

If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not be able to process, or continue with your application for employment.

Sharing your data

Your data will be shared with colleagues within the Group where it is necessary for them to undertake their duties with regard to recruitment. This includes, for example, members of the HR team, those in the team where the vacancy is who are responsible for screening your application and interviewing you and other members of the Group where necessary.

In some cases, we will collect data about you from third parties, such as recruitment agencies.

Your data will be shared with third parties if you are successful in your job application. In these circumstances, we will share your data in order to obtain references as part of the recruitment process and obtain background checks.

We do not share your data with bodies outside of the European Economic Area.

Protecting your data

We have appropriate security measures to ensure your data is protected against accidental loss or disclosure, used, altered or accessed in an unauthorised way. We also limit access of your data to employees, workers and contractors and other third parties who have a business need to know. All these parties are subject to a duty of confidentiality.

Where we share your data with third parties and in the group of companies they are required to have security measures in place to protect your personal data in line with our policies.

We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How long we keep your data for

In line with data protection principles, we only keep your data for as long as we need it for and this will depend on whether or not you are successful in obtaining employment with us.

If your application is not successful and we have not sought consent or you have not provided consent upon our request to keep your data for the purpose of future suitable job opportunities, we will keep your data for 12 months once the recruitment exercise ends.

If we have sought your consent to keep your data on file for future job opportunities, and you have provided consent, we will keep your data for up to four years once the recruitment exercise ends. At the end of this period, we will delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent.

If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

Automated decision making

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

Your rights in relation to your data

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice.
- the right of access. You have the right to access the data that we hold on you.
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it.
- the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it.
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct.

- the right to portability. You may transfer the data that we hold on you for your own purposes.
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact Sophie Ayres or email: privacy@krowcommunications.com.

If you have any questions about this privacy notice, please contact Mark Coldham or Shirley La Costa.