Privacy Notice for Job Applicants

Taylor Made Computer Solutions Limited

1 INTRODUCTION

1.1 This Privacy Notice sets out information on how and why Taylor Made Computer Solutions Limited of Leroux House, Cams Hall Estate, Fareham, PO16 8UL ("we") (“Taylor Made”) process personal information about the people who apply to work for us ("you") and your rights in relation to that information. Under data protection laws we are usually the "data controller" of personal information held about those who apply to work for us.

1.2 This Privacy Notice applies to everyone who applies to work for us regardless of the role and type of role they are applying for. We are likely to process much more detailed information about prospective employees and workers than about prospective contractors or temporary agency staff due to the different nature of our relationship with them in law.

1.3 This notice is designed to inform you about certain information. It does not indicate any intention to create legal relations or form part of any contract.

1.4 The information we hold about you will be used for the purposes for which it is collected unless we reasonably consider that we need to use it for another reason which is compatible with the original purpose. Please note that we may process your personal information without your knowledge or consent where this is required or permitted by law.

1.5 We have IT protections and other procedures in place to protect the personal information we receive from you. We limit access to that information to those who have a business need to know it and are subject to our data protection procedures.

2 DATA PROTECTION PRINCIPLES

2.1 There are 6 key principles under data protection laws which govern how we must deal with your personal information. We must:

- hold and use it lawfully, fairly and in a transparent way
- only use it for specific and lawful purposes that have been explained to you
- make sure that it is adequate, relevant and limited to what is necessary for those purposes
- make sure that it is accurate and up to date
- make sure that we only keep it for as long as is necessary for those purposes
- make sure that it is kept securely

3 WHAT INFORMATION DO WE COLLECT ABOUT YOU?

3.1 The personal information about you which we expect to collect, hold and use ("process") is likely to include the following. This list is neither inclusive nor exhaustive but is intended to give you a clear idea of your personal information which we may process:

3.1.1 your name, title, address, personal telephone number and personal email address, your date of birth and gender;

3.1.2 your social networking profiles and/or internet profiles whether professional or personal but only to the extent that they may be relevant for recruiting you to the job(s) in question;

3.1.3 your current work contact details including telephone numbers, and email addresses together with your current job title, duties and your employment history;

3.1.4 education, training and records of qualifications and any professional memberships;

3.1.5 details of your current salary and reward package and notice period with current and/or former employers together with your reason for leaving employment;

3.1.6 whether you have previously applied for a position or worked for us before;

3.1.7 contact details, occupation and position of your referees. Usually we will only request this information if you reach an interview or the work offer stage of the process;

3.1.8 information on any disability and/or reasonable adjustments that would be required to enable you to attend an interview;

3.1.9 your photograph (where you choose to provide it);

3.1.10 any further information you choose to provide us with.

3.2 Some information provided could include "special categories" of personal information. You can find information about special categories at https://ico.org.uk/. This information is particularly sensitive and we will therefore only process this information where absolutely necessary: we will ensure it is only seen by those who have to see it and will keep it secure.

4 HOW LONG WILL WE PROCESS YOUR PERSONAL INFORMATION?

4.1 If you are unsuccessful in your application to work for us or you choose not to accept the offer of a work contract with us (if applicable) we will retain all of the personal information gathered during the recruitment process for a period of 12 months.

5 WHO IS COLLECTING IT AND WHO WILL IT BE SHARED WITH?

5.1 Information about you will mostly be collected by us directly but may also be collected from and provided to and used by organisations such as recruitment agencies, a psychometric profiling company and other organisations so we may comply with our legal obligations.

5.2 We do not share your information with organisations other than as set out in 5.4 below and will not sell or provide information about you to any organisation without your consent.

5.3 We may share your information with other third parties where we have a legitimate reason to (such as contractors, or external professional advisors) and have the necessary safeguards in place to protect your information. Where possible the information will be anonymised but if this is not possible, we will only share the information if the recipient has complied with the required

security and confidentiality measures (unless an exception applies and/or we are under a professional or legal obligation to disclose the information).

5.4 We may also share your information with Courts and tribunals where necessary for establishing or defending legal claims

6 WHY IS IT BEING COLLECTED AND HOW WILL IT BE USED?

6.1 We gather information in order to conduct due diligence on those we recruit to ensure we engage the best person for the job. In particular this includes assessing your skills, qualifications, and suitability for the role; carrying out background and reference checks, communicating with you about the recruitment process; keeping records relating to our hiring processes; and making reasonable adjustments.

7 ON WHAT GROUNDS DO WE PROCESS YOUR PERSONAL INFORMATION?

7.1 We rely on a number of lawful reasons for processing the information you provide us with. Some of the reasons will overlap and there may be several grounds which justify our use of your personal information. The main lawful reasons are that:

7.1.1 it is necessary for us to comply with our legal obligations,;

7.1.2 it is necessary for our legitimate interests; and

7.1.3 it is necessary in order to take steps at your request prior to potentially entering into a contract with you.

7.2 For "special categories" of personal information we will only process this information where:

7.2.1 It is necessary for our or your obligations or rights in the field of employment or social security law. This includes ensuring we do not discriminate against those with protected characteristics. We are also obliged to make reasonable adjustments in our recruitment processes for those who are disabled under the Equality Act 2010;

7.2.2 The personal information has been manifestly made public by you;

7.2.3 It is necessary in relation to legal claims; and

7.2.4 It is necessary for reasons of substantial public interest.

8 WHAT WILL BE THE EFFECT ON YOU?

8.1 In some cases, if you fail to provide information which is a statutory or contractual requirement, or necessary for your work relationship with us, we may be unable to offer you the work.

9 YOUR RIGHTS

9.1 Under data protection rules, you have rights in relation to your information. You have the right to request from us access to your own personal information.

9.2 Additionally, you have the right to request from us that any inaccurate information we hold about you is corrected; that information about you is deleted in certain circumstances; that we stop using your personal information for certain purposes; and that your information is provided to you or to a third party in a portable format.

9.3 In some cases we may not be able to comply with your request in relation to the rights listed at 9.2 above, which are limited to certain defined circumstances. However, we will tell you if that is the case and explain why.

9.4 If you make a request, we will respond to you within one month. We will not charge you a fee for dealing with your request unless your request is manifestly unfounded or excessive, such as where you make repeated requests.

9.5 We have appointed a data privacy manager who may be contacted at gdpr@tmcs.co.uk. If you wish to exercise any of your data rights as set out in this clause 9 please contact the data privacy manager.

9.6 If you are unhappy with how we are using your personal information or if you wish to complain about our use of information, please contact the data privacy manager. If we cannot resolve your complaint, you have the right to complain to the Information Commissioner's Office, which is the statutory regulator for data protection matters. The Information Commissioner can be contacted at https://ico.org.uk/concerns/.

9.7 If you have any questions about this Privacy Notice, would like any further information or wish to discuss any of the above further, please do not hesitate to contact the data privacy manager.

10 DECLARATION

I have received, read and understood the information set out above. I am voluntarily providing personal information and understand that Taylor Made will use the information that I and others on my behalf have provided for the purposes of my application to work with Taylor Made, and on the basis of the lawful reasons set out at paragraph 7 above. Further I understand and agree that Taylor Made may collect from and provide some of the information to certain external companies who provide services to Taylor Made and its employees for the purposes of progressing my application to work with Taylor Made.