

HR At Work Limited (“HRAW”) Candidate Privacy Statement

This privacy statement explains:

- what information HRAW collects during its application and recruitment process;
- the relevant lawful processing condition for the use of that information;
- how HRAW uses that information; and
- for how long HRAW will retain your information.

Types of information HRAW collects

This privacy statement covers the information you share with HRAW and/or that may be acquired or produced by HRAW during the application or recruitment process including:

- your name, address, email address, telephone number and other contact information;
- your resume or CV, cover letter, previous and/or relevant work experience or other experience, education or other information you provide to HRAW in support of an application and/or the application and recruitment process;
- information from interviews and screenings you may have, if any;
- details of the type of employment you are currently enjoying or may be looking for, current and/or desired salary and other terms relating to compensation and benefits packages, or other job preferences;
- details of how you heard about the position you are applying for;
- any special category, sensitive and/or demographic information obtained during the application or recruitment process such as age, information about your citizenship and/or nationality, medical or health information and/or your race;
- reference information and/or information received from background or police checks (where applicable), including information provided by third parties; and/or
- information relating to any previous applications you may have made to HRAW and/or any previous employment history with HRAW.

Lawful Processing Condition

The processing of personal data throughout the recruitment process will be necessary for and as a result of steps taken by you with a view to entering into an employment contract with HRAW. The only exception would be where there exists a legal obligation on HRAW.

How HRAW use information it collects

Your information will be used by HRAW for the purposes of carrying out its application and recruitment process that includes:

- assessing your skills, qualifications and interests against HRAW’s career opportunities;
- verifying your information and carrying out reference checks and/or conducting background or police checks (where applicable) if you are offered a job;

- communications with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential career opportunities at HRAW;
- making improvements to HRAW's application and/or recruitment process including improving diversity in recruitment practices;
- complying with applicable laws, regulations, legal processes or enforceable governmental requests;
- your information may be shared with our affiliates organisations. If you have been referred for a job at HRAW by a current HRAW employee, HRAW may inform that employee about the progress of your application;
- HRAW may also use service providers acting as data processors on HRAW's behalf to perform some of the services described above including for the purposes of shortlisting, verification and or background or police checks. These service providers may be located outside the country in which you live, but will normally be based in the U.K. or Channel Islands;
- HRAW may sometimes be required to disclose your information to external third parties such as to employment authorities, insurance companies, courts and tribunals, or regulatory bodies and/or law enforcement agencies for the purpose of complying with applicable laws and regulations, or in response to legal process; and
- it is your responsibility to obtain consent from referees before providing their personal information to HRAW.

All your information will be considered confidential. HRAW will not use or disclose your information except as provided for in this statement or if disclosure is required to fulfil a legal obligation.

Retention of your information

HRAW will retain your information for the following periods:

- if unsuccessful for the role(s) you have applied for, 6- 9 months after receipt of your initial application; or
- if interviewed for a post, 6 - 12 months from HRAW's last contact with you. Information retained for this period will include interview notes, interview questions and answers and any other relevant information supplied by you;
- if you are offered and accept employment with HRAW, the information collected during the application and recruitment process will become part of your employment record. Full details of HRAW's record management policy will be made available to you at that time.

By applying for a position with HRAW, you accept the terms of this privacy statement.