



## Recruitment Privacy Notice

**Data controller:** This notice applies to Senior plc and its UK subsidiary companies.

For all data protection queries, please contact: Senior plc Data Protection Coordinator, email: [companysecretary@seniorplc.com](mailto:companysecretary@seniorplc.com).

### Introduction

This Privacy Notice applies to all individuals whose personal data is processed as part of our recruitment activities. This includes, but not limited to, individuals who:

- apply directly for a specific role; and
- who are invited to join our talent pool.

During the recruitment process, Senior plc (the Company) collects and processes personal data relating to job applicants.

The Company is committed to being clear and transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information does the Company collect and process?

The Company collects and processes a range of personal information (personal data) about you. Personal data means any information about an individual from which the person can be identified. This includes:

- Personal contact details, such as your name, title, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers;
- information about your remuneration, including entitlement to benefits such as pensions;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Company collects this information in a variety of ways during the application and recruitment process. For example, data may be contained in application forms and CVs, obtained from identity documents, such as your passport and collected through interviews, online tests and assessment tests.

In some cases, the Company collects personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks permitted by law.



Data is stored in a range of different places, including on your application record, in the Company's Applicant Tracking System (ATS) and in other IT systems (including the Company's email system).

### **Why does the Company process personal data?**

The Company needs to process data to ensure that we are complying with our legal obligations. For example, we are required to check an employee's entitlement to work in the UK before employment begins.

The Company has a legitimate interest in processing personal data during the recruitment process and in keeping records of that process. Processing such data from job applicants enables the Company to manage the recruitment process, assess the suitability of candidates and make informed decision as to whom we wish to recruit. The Company may also have to process data from job applicants in order to defend legal claims.

The Company processes health information if we need to make reasonable adjustments to the recruitment process for candidates with a disability.

For certain positions, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake a particular role.

To assess your financial suitability for certain roles, we may carry out credit reference checks and financial fitness assessments, where relevant and proportionate to the responsibilities of the position.

The Company needs to process data prior to potentially entering an employment contract with you, and to meet our obligations under that employment contract. This processing does not guarantee that an employment contract will be offered or concluded.

### **If you fail to provide personal information**

You are under no obligation to provide the Company with data during the recruitment process. However, if you do not provide certain information when requested, the Company may not be able to process your application for employment properly or at all.

Where information is requested for equal opportunities monitoring purposes, candidates may choose not to disclose this information or select a "prefer not to say" option, without any impact on their application.

### **Automated decision-making**

Some of our recruitment processes may involve automated decision-making, which means decisions are made without human involvement. These decisions can affect your application, such as whether you progress to the next stage of recruitment.



For example, we may use automated systems to:

- Screen CVs for keywords or qualifications that match the job criteria;
- Score online aptitude or psychometric tests;
- Automatically reject applications that do not meet essential requirements (e.g. right to work, minimum qualifications).

These processes help us manage high volumes of applications efficiently and fairly. However, no final hiring decisions are made solely by automated means. All shortlisted candidates are reviewed by a member of our recruitment team before any final decision is made.

You have the right to:

- Request human intervention;
- Express your point of view; and
- Contest the decision.

If you wish to exercise these rights or have concerns about automated decision-making, please contact the Senior plc Data Protection Coordinator ([companysecretary@seniorplc.com](mailto:companysecretary@seniorplc.com)).

### **For how long do you keep data?**

The Company will only hold your personal data for as long as is necessary to fulfil the purposes for which we collected it. If your application for employment is unsuccessful, the Company will hold your data on file for 12 months after the end of the recruitment process. At the end of that period, your data is deleted or destroyed.

If you are an existing employee applying for an internal vacancy, the personal data collected during the recruitment process may be transferred to your personnel file and kept in line with the retention periods applicable to employee records, whether your application is successful or not.

If you express interest to be considered for future opportunities, we will retain your personal data for a period of 12 months from the date of the last relevant update in our recruitment system.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and we shall issue a new privacy notice which sets down the periods for which your data will be held.

### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment process, including with members of the HR team, hiring managers, and interviewers.

The Company may share your data with third-party providers for the purposes of administering selection tools, such as ability test and/or personality profiling, as part of the recruitment process.



If an offer of employment is made, the Company will share your data with third parties where required by law and where it is necessary in order to administer the working relationship with you or where we have another legitimate interest in doing so. This includes sharing your data with third-party providers who carry out reference checks, conduct background screening, and deliver occupational health services on our behalf.

Your data may be transferred to countries outside the UK in order to support recruitment operations and applicant tracking. Data is transferred outside the UK on the basis of standard contractual clauses approved by the UK Information Commissioner's Office.

### **How does the Company protect data?**

The Company takes the security of your data seriously. The Company has internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

### **Your rights**

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

- access and obtain a copy of your data on request (known as a “data subject access request”);
- require the Company to change incorrect or incomplete data;
- request erasure of your personal information. This enables you to ask the Company 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 the Company is relying on its legitimate interests as the legal ground for processing; and
- ask the Company to suspend the processing of your personal data for a period of time if data is inaccurate or there is a dispute about its accuracy or the reason for processing it.

If you would like to exercise any of these rights, or you have any questions about the privacy notice, please contact the Senior plc Data Protection Coordinator ([companysecretary@seniorplc.com](mailto:companysecretary@seniorplc.com)).

If you believe that the Company has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office (<https://ico.org.uk/make-a-complaint/>) .