

DATA PROTECTION

We use the [Oleeo](#) platform to manage your application. Oleeo may monitor your use of this website and record your email address for our internal purposes.

Your privacy is important to us. This data protection statement covers the data collected during the recruitment process. The recruitment process may start with the registration and attendance at a career / marketing event as well as searching and applying for jobs and then the progression of your job application through the process to the point of hire. This statement explains what personal data we collect from you during the recruitment process, through our interactions with you and through our products and how we use that data.

We expect to collect a lot of information about you during the process and we require some information which we can communicate, make recruitment decisions, and complete a contract of employment. We may ask for other optional information to help us deliver a better recruitment experience. Where information is optional, we will need your consent to collect the information and we will make this clear during the recruitment process. If you do not choose to give consent, or you choose not to supply optional information, then this will not impact the recruitment decisions we make about you.

Personal Data We Collect

During the recruitment process we may ask you to provide information, we may record other sources of information about you (e.g. feedback from recruiters), and we may infer or derive other data (e.g. determine your location from your postal code or count up the number of languages you speak). The types of collated information include:

Personal Contact

Names, e-mails, address, phone numbers etc.

Screening/Selection Information

Your CV / Resume, education results, work experience, significant achievements, etc.

Some of this information would not be personal to you if all other fields were anonymised e.g., your location preference is considered personal data while linked to other personal contact information but it cannot be used to personally identify you its own. Some of this information may include enough information to personally identify you e.g., your CV/Resume.

Evaluation Data

Information provided by other people involved in the recruitment process about your suitability for employment and your status within the recruitment process.

Your Feedback on the Recruitment Process

Optional information provided by you about your views on the recruitment process.

Special Requirements

Optional information provided by you e.g., medical needs, dietary requirements, disability, dyslexia, study abroad.

Candidate Contractual Information

Information provided by you which is required for final contract (in addition to Personal Details). Includes acceptance of offer.

Other Contractual Information

Information added by us in order to draw up contract e.g., salary, job title, hours.

On-Boarding Information

Additional information supplied by you in order to complete the hiring process and may include bank details, proof of right to work, next of kin, etc.

Equal Employment Opportunity (EEO) Information

Gender, Race, Religion, Veteran, Disability, or other diversity information

How We Use Personal Data

- Personal Contact data is used to communicate with you during the recruitment process.
- Screening/Selection data is used to decide on your suitability for jobs that you apply to or to identify jobs for which we think you may be more suitable.
- Evaluation data is used to record our assessment of your suitability for jobs that you are being considered for and your status within the recruitment process.
- Your feedback data is used by us to improve the recruitment process for future candidates.
- Special Requirements data is used by us to make accommodation in the recruitment process for any needs you may have.
- Candidate Contractual Information and Other Contractual Information is used to compile contractual documentation (e.g. job offer and contract) and to record the contract. If you accept an offer of employment then some of this data will be transferred to other systems that we control (e.g. payroll systems).
- On-Boarding Information is used by us to prepare for you starting work with us including setting up payroll information, benefits, and proof of right to work. If you accept an offer of employment then some of this data will be transferred to other systems that we control e.g. payroll systems.
- EEO Information is used to monitor the recruitment process to ensure our recruitment practices are fair.

We may aggregate data with other candidate's data in reports to help us monitor, improve, and plan our recruitment activities. These reports will not include personally identifiable information.

Reasons We Share Personal Data

We share data within our controlled affiliates and subsidiaries and other vendors working on our behalf. For example, companies we've hired to provide the recruitment technology and to support this recruitment process, or companies to assist in protecting and securing our systems. In such cases, these companies abide by our data privacy and security requirements and they are not allowed to use personal data they receive from us for any other purpose. We may disclose personal data when required by applicable law or to respond to legal process.

We do not sell, rent, and trade your personal data.

Your rights: How to Access and Control Your Personal Data

You have the right of access and the right to rectify the data concerning you. You can view much of your personal data through this website. You can request a copy of your personal data by contacting the address below.

You can rectify or correct personal data if you find it is inaccurate or incomplete. Much of the information can be updated by you using this website. If there are other changes that you need to make then you can provide details of changes to the address below. The right of rectification can only apply to factual data processed within the recruitment process. Data related to the screening / selection criteria cannot be rectified after the closing date of submitting applications as this data is used at that time to make decisions and needs to be preserved in that state as evidence in case of challenges to the fairness of the process.