

# Privacy Notice for Job Applicants

By submitting your application or your CV, you acknowledge having read and understood this Privacy Notice. If you do not wish your information to be used as follows, please do not submit your application or your CV.

This Privacy Notice sets out:

- ▲ which personal data we gather in the course of the application and recruitment process
- ▲ how we use your personal data
- ▲ who has access to your personal data
- ▲ how long we keep your personal data
- ▲ how you can access and modify the personal data we collect about you
- ▲ how we secure your personal data
- ▲ how you can submit questions

## WHICH PERSONAL DATA DO WE COLLECT?

This Privacy Notice relates to all personal data that we receive from you and that we collect and process about you in the context of your application and the resulting recruitment process.

These personal data include: identification and contact details, personal characteristics (such as gender and date of birth), education and work experience (including results, certificates, degrees, references), job preferences, financial data (e.g. current and desired salary), all data in your CV and cover letter, all publicly available data from your LinkedIn profile and other social media or public websites, and all other personal data you have provided to us orally or in writing in the context of your application.

## HOW DO WE USE YOUR PERSONAL DATA?

Your personal data will be used in the context of your application and recruitment process, including for:

- ▲ evaluating your skills, qualifications and interests against our career opportunities
- ▲ checking your data, your references and/or conducting background checks (where applicable)
- ▲ communication concerning the recruitment process and your application
- ▲ implementing improvements to the company's application and recruitment process

The processing for the purposes described above are in the legitimate interests of both the job applicants and the Company.

## WHO HAS ACCESS TO YOUR PERSONAL DATA?

Your personal data can be shared with PETA Limited's staff and if needed with other affiliates of PETA Limited. Within these entities, the following staff members have access to your data:

- ▲ staff members of the HR department
- ▲ recruiting managers
- ▲ senior management

In certain cases, technical staff members may have access to your personal data, but only insofar this is necessary to ensure the proper functioning of our technical systems.

PETA Limited may make use of external service providers or third parties for any of the purposes described above (e.g. recruitment websites or agencies conducting background checks). In such case, access to your personal data will be limited to the purposes described in this Privacy Notice, and in accordance with the requirements of the applicable data protection legislation.

### **HOW LONG DO WE RETAIN YOUR PERSONAL DATA?**

If your application is not successful, we will retain your personal data for a maximum period of 6 months unless we have your explicit consent to hold it for longer.

If your application is successful, your personal data obtained in the context of the application and recruitment procedure will be included your personnel file. You will then be informed separately of how the company processes personal data of personnel.

### **HOW YOU CAN ACCESS AND MODIFY THE PERSONAL DATA WE COLLECT ABOUT YOU?**

Data subjects (employees and other individuals in contact with the Company) have the right to:

- ▲ request access to their personal information – this is usually known as making a data subject request and it enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it;
- ▲ request rectification of their personal information – this enables you to have any inaccurate or incomplete personal information we hold about you corrected;
- ▲ request the erasure of their personal information – this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected;
- ▲ restrict the processing of their personal information – this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy;
- ▲ object to the processing of their personal information – this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground;
- ▲ data portability – this gives you the right to request the transfer of your personal information to another party so that you can reuse it across different services for your own purposes.

If you wish to exercise any of these rights, please contact our Data Compliance Lead for a Data Subject Request form by emailing [dataprotection@peta.co.uk](mailto:dataprotection@peta.co.uk).

### **HOW WE SECURE YOUR PERSONAL DATA?**

The Company has put in measures to protect the security of personal data such as internal policies, procedures and controls to ensure that personal data is not processed unlawfully, lost or damaged.

## HOW CAN YOU SUBMIT QUESTIONS AND CONCERNS?

If you have a complaint about our use of your information, we would prefer you to contact us directly in the first instance so that we can address your complaint. You can contact us by email at [dataprotection@peta.co.uk](mailto:dataprotection@peta.co.uk), telephone 023 9253 8700 and ask for our Data Protection Lead, or write to the Data Protection Lead, PETA Limited, 1 Access Point, Northarbour Road, Portsmouth, Hants PO3 3TE.

However, you have the right to complain to the Information Commissioner's Office via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or write to them at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF