

PRIVACY NOTICE - APPLICANTS DOCUMENT NO.: CO376-R2.0

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Revision	Author	Reviewer	Approver	Approved Date	Change Description
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1.1	Mel Lawson	Gail Porter	Linda Whelan		Re-branded
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1 NOTICE STATEMENT

As part of the recruitment process ROVOP collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

ROVOP Limited, Silvertrees Drive, Westhill, Aberdeen, AB32 6BH is a "data controller" for the purposes of data protection legislation. This means that we determine the purposes and means of using your personal data. The information which we require to provide to you under UK data protection legislation is contained in this Privacy Notice.

2 DATA PROTECTION PRINCIPLES

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the purposes of recruitment or employment
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate) and
- keep it secure

3 THE KIND OF INFORMATION WE COLLECT ABOUT YOU

ROVOP collects a range of information about you including:

- Personal contact details such as name, title, address, contact details (including email address and telephone number(s))
- Details of your qualifications, skills, experience, and employment history
- Information about your current level of remuneration, including any benefits entitlements
- Information about your entitlement to work in the UK

We may also collect particularly sensitive personal data such as information relating to your health, medical and sickness records for instance, whether you have a disability for which the Company needs to make reasonable adjustments during the recruitment process and your vaccination history if relevant to assess your availability and eligibility to work in different regions throughout the world.

4 THE WAY WE WILL COLLECT YOUR PERSONAL INFORMATION

Your information is collected in different ways, for example, data might be contained in CV's, passport, or other identity documents, or collected through the interviews which are held and any other forms of assessment such as interview scoring notes.

ROVOP will also collect personal data about you from third parties, such as references supplied by former employers. ROVOP will seek information from third parties only once a job offer has been made to you and we will confirm that we are taking up employer references.

5 WHERE WE WILL KEEP YOUR PERSONAL INFORMATION

The data that we collect will be stored in a range of different places, including on your application record, in HR files, spreadsheets and on other IT systems (including email).

6 PROCESSING YOUR PERSONAL INFORMATION

6.1 Reasons for Processing Your Data

ROVOP needs to process data to take steps at your request prior to entering into a contract with you.

Sometimes we need to process data to ensure that we are complying with legal obligations, for example, we are required to check an applicant's eligibility to work in the UK prior to any employment starting.

We have a legitimate interest in processing personal data during the recruitment process and keeping records of that process. By processing data from job applicants, we can manage recruitment processes, assess, and confirm your suitability for employment and make decisions on job offers. There are times when we may need to process data from job applicants in the response to, and defence of, any legal claims which may be brought.

6.2 Retention of Your Data

We will retain your personal information for a period of six months after we have communicated to you our recruitment decision. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our Register of Records and Control of Records Process.

If we wish to retain your personal information on file and process it for a different purpose, namely that an opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis. After this fixed period, unless you provide your consent to a further period of retention, we will securely destroy your personal information in accordance with our Register of Records and Control of Records Process.

Other than where we have your explicit consent as outlined above, we will not use your data for any purpose other than the recruitment exercise for which you have applied.

6.3 Special Category Personal Data

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during the recruitment process.
- We will use information about your vaccination status to assess your eligibility and availability to work in different regions throughout the world according to the applicable legal and client requirements.

We do not envisage that we will process information about criminal convictions.

7 AUTOMATED DECISION MAKING

Our recruitment processes do not utilise automated decision-making.

8 IF YOU DO NOT PROVIDE YOUR DATA TO US

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not be able to process, or continue with (as appropriate), your application.

9 WHO HAS ACCESS TO YOUR DATA

Your information will be shared for the purpose of the recruitment exercise, this includes sharing with members of the HR and our recruitment team, interviewers involved in the recruitment process, managers in

the business area with a vacancy and business systems staff if access to any of the data is necessary for the performance of their roles.

We will not share your data with third parties until your application for employment is successful and you receive an offer of employment. We may then share your data with former employers to obtain references for you.

Your personal data may be shared with other ROVOP entities, who when handling the personal data of UK job applicants are required to comply with UK data protection legislation. ROVOP entities use the same IT/Software systems to access data and are therefore subject to the same data security. All ROVOP entities are required to comply with the Company Data Protection Policy and Procedures.

10 DATA SECURITY

ROVOP takes the security of your data very seriously and has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed and is not accessed except by its employees and third-party providers in the legitimate performance of their duties in relation to the recruitment process.

If you are successful in your application for employment, personal data gathered during the recruitment process will be transferred to your personal file and retained in accordance with Company policies and you will be provided an Employee/Worker Privacy Notice at that time.

11 YOUR RIGHTS

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ROVOP

KNOWLEDGE IN DEPTH

