

## Recruitment Privacy Notice

### I. INTRODUCTION AND SCOPE

This Privacy Notice provides information on the processing of personal data by Servomex Group Limited ('Servomex') This Privacy Notice was last reviewed in July 2018 and may be changed over time. You are advised to check regularly for any changes.

Servomex based at Jarvis Brook, Crowborough, East Sussex, TN6 3FB is the controller for the processing of all personal data of job candidates and future employees or temporary workers working under its supervision (such as trainees).

### II. FOR WHICH PURPOSE ARE WE PROCESSING YOUR PERSONAL DATA?

We will process your personal data for the purpose of (i) managing and administering recruitment processes and thereto related policies and practices within Servomex and (ii) to communicate with you with regard to your interest in employment at Servomex. Please note that the recruitment process may include:

- Candidate Assessment
- Pre-employment screening
- Employment references
- Health screening

### III. ON WHAT LAWFUL BASIS DO WE PROCESS PERSONAL DATA FOR THIS PURPOSE?

We will process your personal data on the basis of our legitimate interest in ensuring that Servomex can efficiently and effectively assess and select candidates. Pre-employment screening of potential recruits will be executed for security reasons or in relation to export controls, anti-bribery & corruption, ethics & compliance and any other legal or regulatory obligations to which we may be subject.

### IV. WHICH PERSONAL DATA DO WE PROCESS FOR THIS PURPOSE?

For this purpose, we process your contact details (name, title, telephone, email and home addresses), all information contained in your cover letter or CV/resume (such as your professional memberships, employment and education history), information you have published on professional social networking sites (such as LinkedIn), your correspondence with Servomex with regard to your application (including references). We may also process personal data necessary for assessing your credit standing, proof of work eligibility and any past unspent criminal convictions.

### V. HOW LONG DO WE RETAIN YOUR PERSONAL DATA?

In order to review your candidacy against other opportunities at Servomex during this period, we will retain your personal data for up to one calendar year from the date of your application. Should you become an employee of Servomex, your personal data will be covered by our Employee Privacy Notice.

### VI. HOW IS YOUR PERSONAL DATA SECURED?

Servomex has taken adequate safeguards to ensure the confidentiality and security of your personal data. We have implemented appropriate technical, physical and organisational measures to protect your personal data against accidental or unlawful destruction or accidental loss, damage, alteration, unauthorised disclosure or access, and against all other forms of unlawful processing (including, but not limited to unnecessary collection) or further processing.

## VII. YOUR RIGHTS

You have a number of rights under applicable data protection law in respect of our processing of your personal data. These include:

- the right to request access to your personal data;
- the right to request rectification of any personal data that we hold;
- subject to certain conditions:
  - the right to request erasure of your personal data;
  - the right to request restriction of processing of your personal data;
  - the right to have your personal data transferred to another controller;
- where we rely on your consent for processing, the right to withdraw such consent; and
- the right to lodge a complaint with a data protection authority. In the United Kingdom the authority is namely The Information Commissioners Office. You can use the following link to find European authorities, [http://ec.europa.eu/newsroom/article29/item-detail.cfm?item\\_id=612080](http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080)

Further details on the scope of these rights can be found in the [Servomex Data Subject Request Form](#). Should you wish to exercise your rights, please complete the Request Form and send (including any supporting documents) to the Servomex Privacy Office: [privacy@servomex.com](mailto:privacy@servomex.com)

If you have any questions relating to data protection you can contact us at [privacy@servomex.com](mailto:privacy@servomex.com).