

# Recruitment Privacy Notice

Version December 2024

Analysis that **empowers**

---

**SERVOMEX**   
a **spectris** company

## 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 December 2024 and may be changed over time. You are advised to check regularly for any changes.

Servomex, based at Sybron Way, Jarvis Brook, Crowborough, East Sussex, TN6 3FB, United Kingdom 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). If you apply for a vacancy with one of Servomex's affiliated companies, that company is the joint controller for the processing of your personal data. For further information on our Group, see section VI of this Privacy Notice ('WHO HAS ACCESS TO YOUR PERSONAL DATA?')

## 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; (ii) to communicate with you with regard to your interest in employment at Servomex; and (iii) our compliance with applicable laws. Please note that the recruitment process may include:

- Candidate assessment
- Pre-employment screening
- Employment referencing
- Health screening

If you choose to provide your gender during the application process, we will process this data for the purpose of our diversity, inclusion and belonging program, to further support diversity and equal opportunities within our organisation.

If you apply for a vacancy at one of our entities who is a 'Federal Contractor' under US laws, you will be asked for your race/ethnic origin, protected veteran status and disability status. If you choose to provide this type of data, this will be used for the purpose of equal opportunity monitoring and reporting.

We will use self-declared 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 an interview.

Providing this diversity information is entirely voluntary and will not have any bearing on a job decision.

## 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 and/or its operating companies 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.

Special categories of data such as race or national or ethnic origin, religious or philosophical or moral beliefs, or your sexual orientation, we will process as part of equal opportunities monitoring, as permitted or required by law.

Where required by local law, we process your (sensitive) personal data on the basis of your consent.

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

In connection with your application for work with us, we will collect, store and use the following categories of personal information about you:

- The information you have provided on our application form, including name, title, telephone, email, home addresses, employment history, qualifications and proof of eligibility to work.
- 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 and/or any relevant operating companies with regard to job applications (including references).
- We may also process personal data necessary for assessing your credit standing, proof of work eligibility and any past unspent criminal convictions.
- Information you may voluntarily submit as part of any diversity and equal opportunities questions such as gender, veteran status, and sensitive personal information such as race or national or ethnic origin.
- Information about criminal convictions and offences.
- We may also collect personal data provided by third parties via referrals, recruitment agencies, job boards (such as Indeed), background screening providers, etc.

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

##### *United States:*

If you apply for a vacancy at one of our US entities, we will retain your personal data for a period of 24 months from the date of your application. During this period, we may also contact you for job roles similar to the one you applied for, unless you inform us otherwise by sending an email with the subject title "Opt out" to [data.protection@spectris.com](mailto:data.protection@spectris.com).

##### *Other countries:*

For reviewing your candidacy against other opportunities at Servomex or its affiliated companies, we will retain your personal data for up to one calendar year from the date of your application. If you do not want us to contact you for job roles similar to the one you applied for, then please send an email with the subject title "Opt out" to [data.protection@spectris.com](mailto:data.protection@spectris.com). If you 'opt out', your personal data will be retained until it is no longer needed for the purpose of your job application or as otherwise required by law or our legitimate interest.

Should you become an employee of Servomex, your personal data will be covered by our Employee Privacy Notice.

#### VI. WHO HAS ACCESS TO YOUR PERSONAL DATA?

Servomex belongs to the Spectris Group, which is a globally operating organisation. The head offices of the businesses in the Spectris Group are located in the UK, Netherlands, Germany, Denmark and the US. While your personal data will be available to only those who need access to the data, your information may be accessible to affiliated companies in the Group and/or to employees outside your home country to the extent that this is necessary for the purpose specified in section II (above). This may for example be the case for the provision of administration or support services or if the role you are applying for reports to personnel based in a country that is different to yours. In addition, your information will be stored in our central HR system, which server is located in Europe. We will take appropriate measures to ensure that your personal data is adequately protected. For further information on our Group's data protection program, please contact [data.protection@spectris.com](mailto:data.protection@spectris.com).

Where we share your data with 3rd party assessment providers as part of the selection process, we will notify you of this in advance. This notification will include the reasons for sharing your personal data with this third party, as set forth herein.

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

Servomex and its operating companies have 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.

### VIII. 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 UK, this is the Information Commissioner's Office (ICO)). A list of other authorities can be found [here](#).

Should you wish to exercise your rights, please provide relevant details to the Servomex Privacy Office: [privacy@servomex.com](mailto:privacy@servomex.com).

When in doubt, or if you have any questions relating to data protection, you can contact us via [privacy@servomex.com](mailto:privacy@servomex.com).